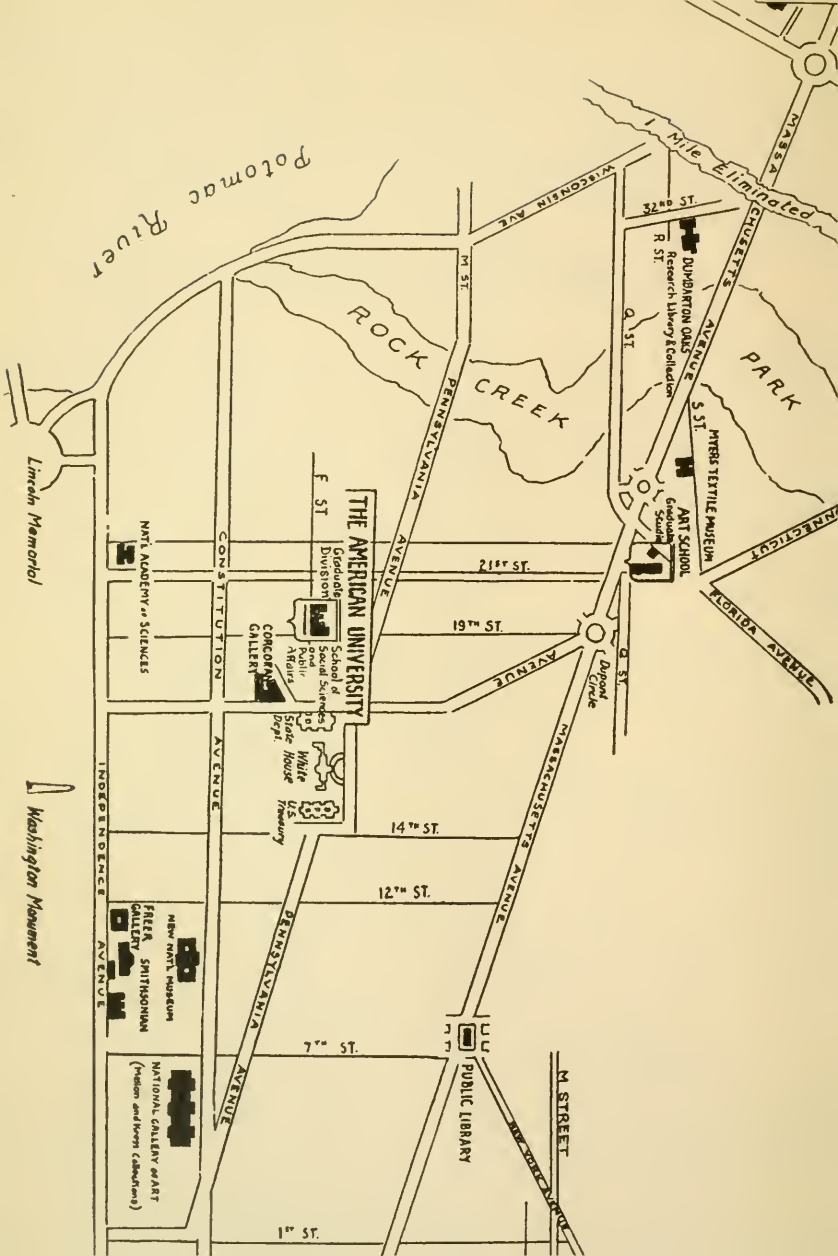




Potomac River

Lincoln Memorial

Washington Monument

ROCK CREEK

THE AMERICAN UNIVERSITY

Graduate Division
School of Social Sciences
School of Arts and Letters
School of Business Administration

CONCORDIA GALLERY

NATL. ACADEMY OF SCIENCES

INDEPENDENCE AVENUE

NEW NATL. MUSEUM
FRIER, SMITHSONIAN GALLERY

NATIONAL GALLERY OF ART
(Modern and Contemporary Collections)

14th ST.

12th ST.

7th ST.

1st ST.

PUBLIC LIBRARY

M STREET

MASSACHUSETTS AVENUE

21st ST.

19th ST.

M ST.

WISCONSIN AVE

32nd ST.

DUNBARTON OAKS
Research Library & Collection

ART SCHOOL
Graduate School

ARTS TEXTILE MUSEUM

KOREA AVENUE

PARK

Q ST.

Q ST.

Dunport Circle

1 Mile Eliminated

CHURCH ST.

S ST.

CONNECTICUT

THE AMERICAN UNIVERSITY
WASHINGTON
DISTRICT OF COLUMBIA

Announcements for 1951-1952

A University Located in a Great World Capital

■

COLLEGE OF ARTS AND SCIENCES

SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

Graduate Division

Undergraduate Division

WASHINGTON COLLEGE OF LAW

DIVISION OF PROFESSIONAL INSTITUTES

AFFILIATED UNDERGRADUATE AND POSTGRADUATE
NURSING PROGRAMS

■

Accredited by the

MIDDLE STATES ASSOCIATION OF COLLEGES
AND SECONDARY SCHOOLS

•

Member of the

AMERICAN COUNCIL ON EDUCATION
ASSOCIATION OF AMERICAN COLLEGES
ASSOCIATION OF AMERICAN LAW SCHOOLS
ASSOCIATION OF UNIVERSITY EVENING COLLEGES
ASSOCIATION OF URBAN UNIVERSITIES
NATIONAL COMMISSION OF ACCREDITING
NATIONAL INTERCOLLEGIATE ATHLETIC ASSOCIATION

■

Schedules indicating the hour, location, and instructor of each course are published prior to the opening of each session. A color map of Washington showing the locations of the University divisions in relation to the resources of the Capital will be sent to applicants on request.

Please address all communications to:

Office of Admissions
The American University
Washington 6, District of Columbia

THE AMERICAN UNIVERSITY

CATALOG 1951-1952

PUBLISHED BY THE UNIVERSITY
WASHINGTON 6, DISTRICT OF COLUMBIA

CALENDAR

1951

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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25	26	27	28	29	30	..	23	24	25	26	27	28	29
..	..	..	..	..	..	..	30	31	..	..	..	..	..

Fall Session

1951

- OCTOBER 1
Classes begin
- NOVEMBER 22
Thanksgiving Day—a holiday
- DECEMBER 21
*Christmas holidays begin—
10:45 p. m.*
- JANUARY 3
Classes resume—8:00 a. m.
- JANUARY 28
Examinations begin

Spring Session

1952

1952

JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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JULY							AUGUST						
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27	28	29	30	31	..	..	24	25	26	27	28	29	30
..	..	..	..	..	..	..	31	..	..	..	..	..	..

- FEBRUARY 8
Classes begin
- FEBRUARY 22
*Washington's Birthday—a
holiday*
- FEBRUARY 24
Founders' Day
- APRIL 12
*Easter holiday begins—10:45
p. m.*
- APRIL 21
Classes resume—8:00 a. m.
- JUNE 2
Examinations begin
- JUNE 8
Commencement

Summer Session

- JUNE 16
Classes begin—first half
- AUGUST 4
Classes begin—second half
- SEPTEMBER 19
Summer session ends
- OCTOBER 2
Fall classes begin

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I. GENERAL INFORMATION

HISTORY

The American University was chartered by an act of the Congress of the United States of America on February 24, 1893. Its incorporation was the result of a conviction in the minds of Christian statesmen, educators, and industrial leaders that a significant graduate institution should be established in the Nation's Capital to organize the increasing rich opportunities for independent study and advanced research into a rigorous curriculum which would make the whole city a veritable university.

Bishop John Fletcher Hurst of The Methodist Church took the leadership in the organization of the University. In association with President Grover Cleveland, Chief Justice Melville Fuller, C. C. Glover, President of the Riggs National Bank in Washington, Senator Redfield Proctor of Vermont, Governor Robert Pattison of Pennsylvania, John S. Huyler and John M. Andrus, New York business men, President William McKinley, and others, Bishop Hurst established The American University as one of the four institutions founded before the turn of the century to provide advanced education on a graduate level and "to enlarge the boundaries of human knowledge" by means of investigation and research. These four institutions were Johns Hopkins University (1876), Clark University (1888), University of Chicago (1890), and The American University (1893).

From the beginning the University was independent of Government and free in the scope of its intellectual inquiry. "The mind is free," President Woodrow Wilson declared in his his-

toric *Lodestar and Compass* address at the campus in 1914. "It owes subservience and allegiance to nobody under God. The object of scholarship is to release the human spirit from every kind of thralldom of darkness. It is knowledge, properly interpreted, seen with a vision of insight, that is uniting the spirit of the world."

Selection of Campus

On Christmas 1889 Bishop John Fletcher Hurst reined his horse on a wooded slope in the northwest heights above the Potomac River, the site of Fort Gaines, one of the key defenses of the City of Washington during the Civil War. Stepping from his carriage, he looked toward the plains of Manassas and the Blue Ridge Mountains. "This hill is the place," he said to his companions. "On the site of this crumbling fort we shall build a university dedicated to the love of peace and human understanding."

The first university building, built of Vermont marble in Ionic architecture, was named Hurst Hall and desig-

nated as the College of History in appreciation of the services of Bishop Hurst, himself a distinguished historian who had taken his doctor's degree at Halle, Germany. The concern for human experience as represented by history has continued to be a dominant interest of the University.

With the twentieth century the role of the United States in world affairs placed a new emphasis on public service in government. It was natural therefore that the University should be influenced in its development by the needs of the Nation's Capital.

Metropolitan Campus

The increasing importance of government led the trustees of the University in 1919 and 1920 to acquire property on F Street between 19th and 20th Streets now located midway between the White House and the Department of State. In this convenient location the University extended its professional programs to serve the more specialized needs of government workers concerned with the technical problems of governance and the broad backgrounds which are necessary to understanding the objectives of political action.

Undergraduate Studies

Until the organization of the College of Liberal Arts on September 23, 1925, The American University continued as an exclusively graduate institution. When the College opened the University therefore was already heir to more than three decades of graduate tradition. From the beginning it was a *university college*, an

undergraduate division strongly influenced by the University activities of original inquiry and professional interest which surround it.

School of Social Sciences and Public Affairs

In 1934 the University's programs of public administration were organized into the School of Public Affairs which in 1941 was merged with the Graduate School to form the School of Social Sciences and Public Affairs with graduate and undergraduate divisions. With the establishment of the School of Public Affairs, the University called Dean Ernest Griffith, of Syracuse University, to the direction of the Graduate School, transferring Arthur S. Flemming from the College of Liberal Arts to the directorship of the School of Public Affairs, and called Professor Leon C. Marshall, for fifteen years the dean of the College of Commerce and Administration, University of Chicago, and later professor in the Institute for the Study of Law of Johns Hopkins University, to the chair of economics.

Graduate Concentration in Social Sciences

The growth of its programs compelled the University in 1935 to concentrate its entire resources at the graduate level in the field of social and political sciences. During the next decade and a half foundations contributed more than a quarter million dollars to the growth of the University. Of this sum more than \$62,000 was given by the Rockefeller Foundation for the support of work in public

administration, the extension of public administration education to young government officials in the American republics, and for the assistance of scholars and research projects. Grants from the Carnegie Corporation of New York and the Milbank Memorial Fund made possible the development of instruction and research in the field of population problems, while grants from the Carnegie Corporation directly to the University as well as through the American Council of Learned Societies gave the University the opportunity to take the leadership in the development of archival science as an academic discipline. Grants over a period of five years from the Alfred P. Sloan Foundation for the support of the Teaching Institute of Economics gave strong impetus to work in the field of economics which had always been a major concern of the University.

Washington College of Law

In 1949 the Washington College of Law, established in 1895 and long a neighbor of The American University with its location at 2000 G Street, merged with the University as a professional division.

The American University

The component parts of The American University are the College of Arts and Sciences located at Massachusetts and Nebraska Avenues, the School of Social Sciences and Public Affairs located on F Street between 19th and 20th Streets, the Washington College of Law located at 2000 G Street, and a Division of Professional Institutes related to all divisions of

the University with offices at 1901 F Street, Northwest.

Bureau of Social Science Research

The Bureau of Social Science Research, located at 1729 F Street, Northwest, conducts basic inquiry in the social sciences. It also carries on applied research for governmental and private organizations. For students it provides professional training on a graduate level. It offers facilities and guidance to assist students in carrying out individual research assignments. Through a system of internships and the organization of graduate seminars into research teams, the student has the opportunity to participate in large-scale research projects.

University Flag

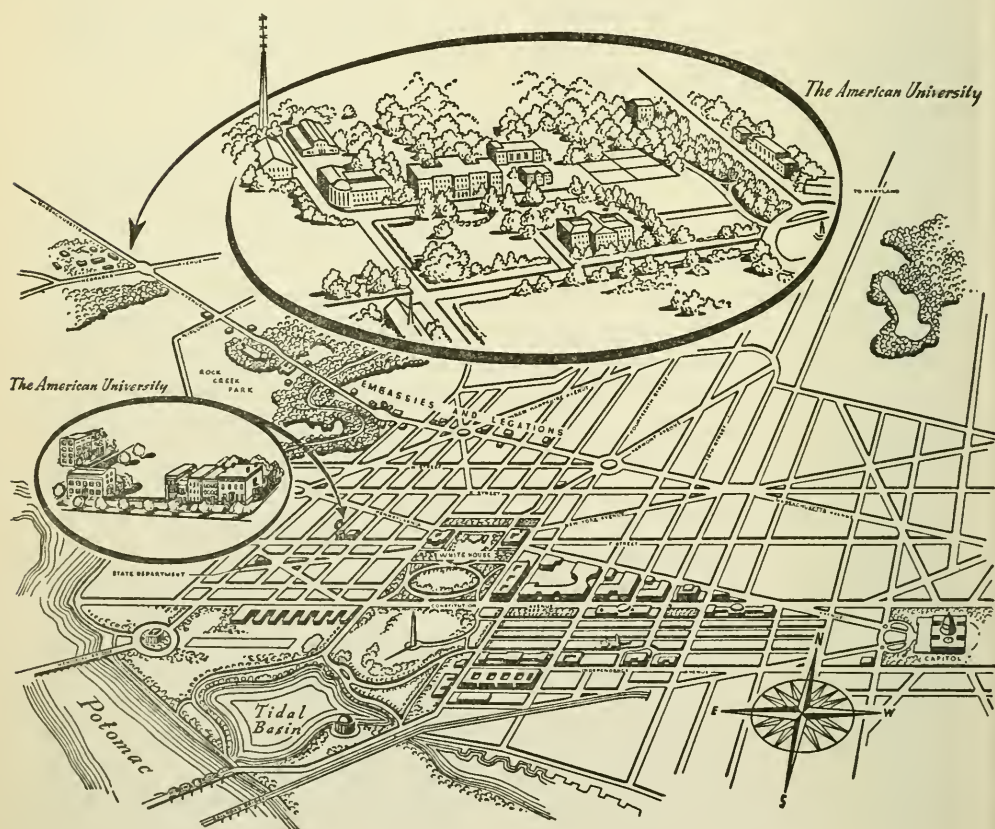
The American University Flag, designed on the occasion of the charter jubilee, February 24, 1943, by the late Professor C. Law Watkins, chairman of the department of art, and director of the Phillips Gallery Art School, binds together the traditions of the University. In the midst of the dark-red field symbolizing human endeavor and conflict is set the outline of an ancient fortress to represent Fort Gaines upon whose site the campus stands. The University itself is symbolized by the "compass of human life with its great needle pointing steadily at the lodestar of the human spirit," a thought expressed by President Woodrow Wilson at the dedication of the Graduate School in 1914.

The color of the compass is blue, traditional symbol of intellectual and spiritual life and of the virtue of

loyalty. Six bastions of the fort, incorporated in the design from a plan by Marquis Sebastien le Prestre de Vauban, the seventeenth century master of siege warfare, represent *history* as the vivid continuum of man's experience with other men in the physical world, *language* as the mechanism for the exchange of ideas and the recording and transmission of experience, *mathematics* as the tool for the

measurement of the dimensions of living, *science* as a method for the exploration of the world of man and matter and the definition of laws by which man can predict relationships and exercise control of his world, the *fine arts* as an expression of the insight into the meaning of life, and *philosophy* as man's effort to give life a coherent direction in the pursuit of values.

Map Showing University Locations



EDUCATIONAL PROGRAM

The American University offers academic programs through (1) the graduate and undergraduate divisions of the School of Social Sciences and Public Affairs, (2) the Washington College of Law, (3) the College of Arts and Sciences, (4) the Division of Professional Institutes, and (5) by interinstitutional agreement and Saint Elizabeths Hospital. The programs of all divisions of the University are organized to provide a high degree of flexibility in curriculums.

The offerings of the University are therefore to be regarded as a whole which may be approached by each student according to his own intellectual and professional variables. General inventories of achievement such as the Graduate Record Examination, in addition to the usual course examinations, are available as reliable indices of the student's own intellectual development. Seminars and opportunities for independent reading and research are provided to give "free space" for the development of skill and power in the manipulation of materials and ideas.

Each division of the University is directed by its own dean or executive officer responsible to the president. The University faculty maintains uniform standards of performance in the various divisions through the supervision of a Committee on Academic Standards and a Committee on Admissions. Students in any division of the University have the privilege of taking part in intramural activities, intercollegiate sports and contests, and student affairs. All University facilities are open to fulltime undergraduate students without special fee, and to all other students on payment of a nominal student activities fee.

School of Social Sciences and Public Affairs

The School of Social Sciences and Public Affairs is located on the metropolitan campus midway between the White House and the Department of State. Its programs of instruction and research are designed to lay broad foundations for the understanding of the problems of human group relationships and to develop a high standard of professional skill and technical competence in dealing with the control and direction of society. A considerable part of the curriculum has been developed for the benefit of persons employed in the federal government and for those who plan to enter the service of the United States. It provides upon the basis of general education programs for career specialization in those areas where a thorough comprehension of the social sciences is essential. One of the purposes of the School of Social Sciences and Public Affairs is to provide opportunity for the continuing education of mature students who recognize that contemporary society is changing so rapidly in its demand for professional competence that advanced study is necessary if one is to keep in the forefront of his field.

The School of Social Sciences and Public Affairs is organized under one faculty with deans designated to direct the graduate division and the undergraduate division.

The program of the School is coordinated through a Standing Committee which includes representation from the eight departments into which the curriculum of the School is divided:

Communication

Economics and Business Administration

History

International Relations and Organization

Political Science and Public Administration

Psychology and Education

Sociology and Public Welfare

Statistics and Mathematics

Courses of instruction are developed in terms of the structure and interrelationships of ideas and social processes rather than in traditional academic segments. While counseling and degree requirements are normally administered by the departments, the student is encouraged to lay out a broad plan of study that promises to achieve most effectively his own educational goals without undue regard for academic boundary lines.

The faculty of the School comprises a fulltime instructional staff supplemented by scholars in the service of the specialized divisions of government and of national agencies located in Washington. This combination of teaching and research personnel

brings to the class and seminar rooms the interaction of theory and practice.

At all levels of instruction the University draws upon the extensive and unparalleled resources of the Capital City.

The Washington Semester

By interinstitutional agreement with other colleges and universities, The American University provides the opportunity for groups of selected students in their junior year to spend a semester in Washington. The program is thus known as the Washington Semester. Institutions cooperating in the program are Allegheny College, Beloit College, Birmingham-Southern College, Denison University, Dickinson College, Hamline University, Hiram College, Hollins College, Kenyon College, Lake Erie College, Lindenwood College, Millsaps College, Oberlin College, Transylvania College, Westminster College, Willamette University, William Jewell College, and Wooster College. The students live in a University residence hall, carry on individual and intensive study under the auspices of the School of Social Sciences and Public Affairs, and enjoy first-hand the meaningful experiences of the manifold national and international activities centering in Washington.

Washington College of Law

The Washington College of Law is a professional division located on the metropolitan campus at 2000 G Street. Its purpose is to offer a sound professional education to equip a student to pass the Bar examination, to enter

the profession of law, or to undertake a career in the legal branches of the public service.

College of Arts and Sciences

The College of Arts and Sciences offers a four-year program of studies leading to the degrees of bachelor of arts and bachelor of science and during the years of national emergency the associate in arts and the associate in science to provide a point for recognizing academic achievement of students prior to their induction into the armed services.

The college is the basic unit in the structure of any university. Located on a residence campus in the northwest heights of Washington, the College of Arts and Sciences provides its students with a stimulating educational environment characterized by the fundamental values which reside in the small college enriched by the environing influences of a great world capital.

The program of the College of Arts and Sciences is organized by departments grouped into five divisions. These are:

I. Natural Sciences and Mathematics

- Biology
- Chemistry
- Mathematics
- Physics

II. Social Studies

- Economics
- Education
- Government
- History
- Psychology
- Sociology

III. Humanities

- English
- Art
- Modern Languages
- Music
- Philosophy
- Religion

IV. Health, Recreation, Physical Education, and Athletics

V. Student Affairs

Work-Study Program

The University offers a work-study program planned to enable young women to pursue academic work and enjoy genuine campus residence life while holding positions in government, business, and nursing which provide income to pay all the university fees and living expenses. Work for the baccalaureate degree under the work-study program is completed in six instead of the conventional four-year period. The work-study program meets the needs of two classes of students: (1) those who of necessity must earn while they learn; (2) those who wish to relate life-experience to classroom study, constantly testing theory by application in practical study. Work-study students live together in a common residence hall.

Professional Institutes

As a continuing public service the University offers through its various divisions short, intensive programs of study in professional institutes designed to meet the needs of students and persons already established in their professional fields who desire to increase their knowledge in specialized areas. The programs of these institutes are developed with the ex-

pert advice of the national organizations covering the individual field involved and are functionally related to the resources, specialists, and interests of the Capital.

Graduate Nursing Studies

The American University by inter-institutional agreements and affiliations cooperates in graduate programs in nursing and nursing education, and psychiatric nursing. Studies for graduate nurses are offered by the University at the campus, and at Saint Elizabeths Hospital. Graduate nurse programs administered by a university director of nursing studies provide opportunity for carrying forward academic studies from the completion of the three-year program to the baccalaureate degree.

Washington Communities and University Programs

The educational programs of the University are closely related to the several communities described below which coexist in Washington because the District of Columbia is the Capital of the United States.

1. Washington is first of all a *political community* composed of the President, his cabinet, 96 senators, and 435 representatives. This community formulates and executes national policy. The American University provides within its curriculum therefore law, political science, and public administration.

2. Washington is a *civil service community* of hundreds of thousands of widely diverse experts working in some 15,000 specialized fields. The American University therefore pro-

vides within its curriculum in-service training and specialized courses dealing with fundamental disciplines and specific techniques.

3. Washington is a *communicating community*, the nerve center of world action. More than 1,000 reporters, radio and television commentators, and columnists keep the world informed about what is happening. The American University therefore offers courses in journalism, writing, radio, and television.

4. Washington is the center of *interest group representation*. The American University therefore offers programs in public relations, legislation, and public opinion.

5. Washington is a *diplomatic community* with ambassadors and ministers and their staffs representing seventy-one sovereign states. The American University therefore offers courses in international relations and organization.

6. Washington is a *cultural community* with great art galleries and musical offerings. The American University therefore offers courses in art and music closely related to the activities of the Capital.

7. Washington is a *business community* rendering service to other groups. The American University therefore offers programs of study in business.

The programs of The American University are planned to meet both the unique needs of Washington and to provide at the same time curriculums of general education on the graduate, professional, and undergraduate levels.

RESOURCES

The programs of The American University are offered through divisions located on two campus areas. The metropolitan campus is situated in the heart of the administrative area of the government midway between the White House and the Department of State and the northwest heights campus at Massachusetts and Nebraska Avenues.

NORTHWEST HEIGHTS CAMPUS

The original campus of the University, acquired in 1891, is located on the highest hilltop in the District of Columbia at Artemas Ward Circle where Massachusetts meets Nebraska Avenue. Covering seventy-five rolling acres extending from Nebraska northwest to University Avenue and from Massachusetts southwest to Rockwood Parkway, it has the quiet atmosphere traditionally associated with universities located far from metropolitan centers, yet it is 20 minutes by bus from the White House. The campus and buildings devoted to educational service are valued at \$3,500,000. The Northwest Heights campus is the residence center for the whole University, having halls for men and women and apartments for married students.

In the heart of a great world capital the student finds on his campus home seventy-six varieties of trees, ninety-eight species of birds, twenty-nine different kinds of shrubs, and brooklets of interest to students of biology. The climate of Washington is medium between the extreme cold and deep snows of the North and the long continued summer heat of the South. For fifty-four winters out of seventy-three the temperature did not fall below zero; only twenty-six days a

year on the average does the temperature reach ninety degrees or above.

Hurst Hall (1898) is a three-story Vermont marble structure of Ionic architecture. Named to honor Bishop John Fletcher Hurst, it is a central educational unit with classrooms, laboratories, faculty offices, reading rooms, and recital hall.

McKinley Hall (1917) is a three-story Vermont marble structure named to honor William McKinley, twenty-fifth president of the United States, a trustee of the University who contributed to the erection of the building.

Mary Graydon Hall (1925) is a white-stone four-story residence hall for women named to honor one of the great benefactors of the University. The University dining room is located on the first floor of the hall. Private dining rooms are provided for the service of student and faculty groups.

President's Residence (1925) is a colonial home occupying a high spot of ground near the Massachusetts Avenue side of the campus. The home and adjacent gardens are centers of academic and social events.

Clendenen Gymnasium (1926) is the center of women's physical activities, intramural sports, and dramatics.

The building is named to honor Patrick Clendenen, a benefactor of the University. It provides auditorium space for concerts, dramas, ballets, and lectures.

Battelle Memorial Hall (1926) is a three-story white-stone building housing the main library, periodical room, music listening rooms, and the business and administrative offices of the University. It was the gift of Gordon E. Battelle.

Hamilton House (1930) is a three-story gothic fieldstone residence hall for men. A beautifully appointed lounge with large fireplace is a popular gathering place for discussion groups. It is named to honor Bishop John W. Hamilton and Bishop Franklin Hamilton, chancellors of the University.

McCabe House (1942) is a one-story frame residence hall devoted exclusively to women enrolled in the work-study program. It has a large open fireplace and comfortable lounge.

Hutchins House (1942) is a one-story frame building housing the central offices of the University Examination Authority and the service functions of the student personnel program. It has a large open fireplace and comfortable lounge.

Leonard Student Center (1943) is located on the campus east of Massachusetts Avenue. It contains a large gymnasium, swimming pool, six bowling alleys, music practice rooms, university store, television lounge, post office, stage, ping-pong room, coffee shop, offices of the student association, student publications, and recreation rooms. The center is the head-

quarters of men's physical education, of intercollegiate athletics, and of intramural sports administration. The offices of the varsity coaches are located in the building.

Music Studios (1945) are located in Leonard Student Center and in three frame buildings called Huyler, Swart, and Baldwin adjoining the Art Center on the back campus.

Roper Studio (1946) a large frame building in the Art Center area provides space for painting and sculpture studios, radio and music studios, and offices for faculty members in art history and music.

Watkins Gallery (1946) provides space for continuing exhibits of the works of living artists and houses the C. Law Watkins Memorial Art Collection. The Gallery is the center for programs in the fine arts.

McDowell Lane Court (1946) is comprised of three two-story frame residence halls developed for veteran students. These residences are identified as Clark, Hughes, and Flint.

The American University Apartments (1946) include 56 furnished dwelling units for married students. The units have living room, one or two bedrooms, kitchenette, and bath.

Communications Center (1947) provides radio and television studios. Television Station WMAL-TV transmitting in Channel 7 at 174-180 mc with 14.25 kw visual power and 15.2 aural power occupies a fire-proof building. The tower rises to a height of 543 feet above the Tidal Basin.

Roper House (1943) is a two-story frame structure located at the corner of Massachusetts and Nebraska Ave-

nues on Ward Circle. Under the direction of a resident dean it houses the co-educational honors program known as the Washington Semester.

Daniel C. Roper Carillon (1946) located in Hurst Hall, is a gift of a group of American industrial leaders associated on the Business Advisory Council of the Department of Commerce. Governor Ernest G. Draper of the Federal Reserve System and the late William A. Julian, then treasurer of the United States, served as a committee to develop a memorial to honor their common friend, the late Daniel Calhoun Roper, for fifty years a public servant.

Osborn House (1948) is the residence-office of the University pastor. It is named to honor Albert Osborn, first secretary and librarian of the University.

Peyser-Judd House (1948) is the headquarters of the Washington Semester.

Laboratories are maintained with modern equipment in biology, chemistry, geology, physics, and experimental psychology. The Department of Biology operates its own animal house to supply students with specimens for experimentation. It also operates two small greenhouses for work in botany. The Department of Chemistry breeds its own laboratory specimens for experimental purposes, especially for work in biochemistry.

Athletic Centers provide areas for outdoor sports. The War Memorial Athletic Field (1951) covers twelve acres and provides a playing field, quarter mile track with 220-yard straight-away, baseball diamond, and

hockey field. The University also provides six hard-surfaced tennis courts, a hockey field, archery field, and auxiliary playing field.

Sylvan Theater is located in a wooded section of the campus below Clendenen Gymnasium. It has excellent acoustics and serves as the center for the annual spring Shakespearean play and for the summer repertoire presentations.

CHAPEL

Chapel convenes each Thursday in Metropolitan Memorial, a church erected as a "connectional monument to our beloved Methodism," as the General Conference of 1856 described the purpose. It is located at Nebraska and New Mexico Avenues.

An understanding of the symbolism which surrounds the worshiper in Metropolitan enriches devotion. The general character of the church is in keeping with the Gothic spirit. Cruciform in plan, the church is set with the western façade and entrance porch facing the setting sun and the eastern end with the chancel directed toward the morning sun. The spacious narthex just beyond the main entrance is divided from the nave by a carved walnut screen whose tracery is filled with antique glass and whose twelve divisions carry shields of the Apostles worked in lead silhouettes. A touch of the flamboyant is evident in traceried windows and detail, symbolical of the eternal flame.

The treatment of the interior leads the eye of the worshiper to the chancel where a simple limestone slab carries the Cross, the emblem of the

Christian faith. The dossal cloth lies on a stone frame. Above the lintel the wall is pierced by a rose window filled with brilliantly colored glass. The clerestory windows above the altar symbolize the descent of the Holy Spirit. The great west window filling the space above the balcony is an interpretation of the Christian virtues, Faith, Hope, Love, and Justice. Three central panels carry the scene of the Transfiguration. Christ, Moses, and Elias appear as figures; Peter, James, and John are represented symbolically.

Historical symbols relate the Church to the land of Christianity's origin. Olive wood from the Garden of Gethsemane and the Mount of Olives and cedar from Mount Lebanon went in part into the pulpit and altar rail, the wood having been brought from the Holy Land in rough logs. The marble tiles in the chancel came from the ruins of Solomon's Temple.

Just as the Sanctuary is symbolic of many Christian traditions in its construction, so essential materials represent God's gift of natural resources to various sections of America. Copper from Arizona on the roof; limestone from Indiana for trim; richly colored slate from Vermont; flaggings from Pennsylvania and New York; and walnut from the South; California redwood for the open-timber ceiling.

The cornerstone of the edifice which faces the campus at Nebraska and New Mexico Avenues was laid on Easter Sunday, 1931, by Vice-President Charles Curtis who used a trowel employed by George Washington when he laid the cornerstone of the Nation's Capitol.

METROPOLITAN CAMPUS

The Metropolitan Campus includes the area and buildings devoted to the School of Social Sciences and Public Affairs, the Washington College of Law, and the Bureau of Social Science Research.

The program of the School of Social Sciences and Public Affairs operates from six three-story buildings located between Nineteenth Street and Twentieth Street on F Street numbered 1901, 1903, 1905, 1907, 1911, and Collier Hall respectively. The buildings were acquired by the University in 1919 and 1920. The administrative offices of the School of Social Sciences and Public Affairs are located at 1901 F Street. The general library is located in 1907 and 1911 with the Economics reading room located at 1901 F Street. The snack bar for the convenience of students is located in 1911 which together with the Haskell Dining Room provides luncheon space for faculty and student groups.

The Bureau of Social Science Research is located at 1729 F Street in a three-story building devoted exclusively to advanced study and inquiry. The offices of the director of the *Union Internationale pour L'Étude Scientifique de la Population* and the population research laboratories of the University are located in this building.

The Washington College of Law occupies a building located at the corner of 20th and G Streets. The classrooms, administrative offices, library, and lounge facilities for law students and faculty.

ADMISSION

The University admits students to the graduate division of the School of Social Sciences and Public Affairs, to the Washington College of Law, to the College of Arts and Sciences, and to the undergraduate division of the School of Social Sciences and Public Affairs.

GRADUATE DIVISION ADMISSION

An applicant for admission to the graduate division of the School of Social Sciences and Public Affairs

- 1 executes the application for admission form supplied by the graduate dean, 1901 F Street, Northwest, Washington 6
- 2 supports the application with an official transcript of his record showing (a) the degrees already received, (b) courses completed in preparation for those degrees, (c) the academic grade earned in each course, and (d) the basis for grading in force in the institution certifying the transcript
- 3 indicates the department of study in which he proposes to do his principal work
- 4 submits in the case of fulltime study a certificate of medical examination prepared on forms supplied by the graduate dean.

Full Standing

The graduate dean may admit to full standing an applicant who holds a bachelor's degree earned by pursuing a four-year curriculum or its equivalent in an accredited institution in which he has completed a major sequence of study with an average grade of not less than B in the field

in which he proposes to concentrate his graduate study.

Qualified Standing

The graduate dean may admit to qualified standing a student who has completed a major in a field other than that in which he proposes to concentrate his principal graduate work or who has completed a major sequence in his proposed field of study with an average of less than B. A student who has earned a bachelor's degree in an unaccredited institution may be admitted to qualified standing under such conditions as the graduate dean or Graduate Council may determine in individual cases.

Advanced Graduate Credit

Candidates for advanced degrees may receive credit of not more than six hours toward the course requirements for the master of arts degree and of not more than 42 hours toward the requirements for the degree of doctor of philosophy for work satisfactorily completed in an accredited institution, provided application of credits is approved by the dean.

Requests for information and applications for admission to the graduate division should be addressed to

Graduate Dean
1901 F Street, Northwest
Washington 6, D. C.

LAW SCHOOL ADMISSION

An applicant for admission as a candidate for the degree of bachelor of laws must request the institution or institutions attended to submit to the registrar of the Washington College of Law, 2000 G Street, Northwest, Washington 6, D. C., a transcript indicating the successful completion of at least one-half of the work required for a bachelor's degree at an approved college or university, exclusive of credit earned in non-theory courses such as military science, hygiene, domestic arts, physical education, vocal or instrumental music, or courses without substantive content. Work offered for admission must be completed with a scholastic average at least equal to the average required for graduation. Beginning in the fall of 1952 applicants for admission to the Washington College of Law must complete at least three-quarters of the work required for a bachelor's degree at an approved college or university.

Each application must be accompanied by a complete transcript of record showing the right to honorable withdrawal from the institution from which credit is offered. Letters from responsible persons including attorneys-at-law certifying to the character and ability of the applicant may be required. A fulltime applicant must submit with his application a non-refundable matriculation fee of \$5.00

Requests for information and applications for admission to law studies should be directed to the

Dean

Washington College of Law
2000 G Street, Northwest
Washington 6, D. C.

UNDERGRADUATE ADMISSION

A student is admitted to first-year or advanced standing either in the College of Arts and Sciences or in the undergraduate division of the School of Social Sciences and Public Affairs.

Action on applications is taken by the office of admissions after review of each case.

First-Year Standing

A student applying for admission to first-year standing presents at least fifteen acceptable units of work completed in an accredited secondary school, three of which must have been performed in the field of English, and six in foreign languages, mathematics, natural sciences, and the social sciences. The other six units may be offered in any subjects taken in the regular curriculum of the secondary school.

Advanced Standing

A student applying for admission with advanced standing from an accredited junior college, college, or university, may receive credit without examination for work completed at such institution by submitting official transcripts showing (a) secondary school credits by which admission to that institution was obtained, (b) the complete record in the institution or institutions attended together with the grade of scholarship obtained in each subject taken, and (c) a letter signed by a responsible official certifying that the student is eligible to return to the institution last attended and has been honorably dismissed.

The academic record must show regular progress toward the fulfillment

of degree requirements in the institution previously attended. The University will not accept as credit toward fulfillment of degree requirements or toward advanced standing courses completed in another institution with a grade of D unless the quality point index of all credit offered is 1.5. Applicants with less than thirty semester hours of advanced standing must submit a secondary school transcript fulfilling all requirements for admission of students to first-year standing.

No advanced credit is given for work completed in a secondary school nor for work completed under private tutors. Credit earned through home study or correspondence courses offered by accredited universities is accepted only when the credit so earned is accepted by that institution toward the fulfillment of its own graduation requirements for a degree.

Admission Evaluation

On the basis of the academic record submitted the University assembles the case of each applicant and acts individually on each application on the basis of the University student selection policy. The representative student desired by the University is one who has demonstrated a genuine intellectual interest in secondary school or junior college, given evidence of emotional stability in academic and social relationships, shown capacity to work unselfishly with other people in curricular and extra-curricular activities, given evidence of intellectual curiosity by reading and interest in hobbies, indicated a desire to be useful by the voluntary assumption

of responsibility for tasks which must be performed by human beings who live together, and expressed outreach in the active will to organize life for useful purpose and spiritual meaning. Admission action is taken on the whole documented application not merely on the basis of the academic transcript.

Admission Procedure for Fulltime Undergraduate Students

A student applying for admission as a fulltime undergraduate student

- 1 submits the four-page application form together with a small identification photograph and a non-refundable admission application review fee of ten dollars
- 2 presents the secondary school record form supplied by the University admissions officer to his principal or headmaster with the request that it be officially transmitted directly to the Office of Admissions
- 3 submits a certificate of medical history and health and physical examination on forms supplied by the University and executed by an examining physician
- 4 requests the appropriate officer of all colleges or universities previously attended to submit official transcripts of his work directly to the Office of Admissions
- 5 submits student admission evaluation profiles as supplied by the Office of Admissions to three references to be returned directly to the office
- 6 presents himself when possible for personal interview. When circumstances do not permit a prospective student to visit the University, the

Office of Admissions may arrange for a University representative to interview the student at his home.

Admission Fee

Upon notification of admission a fulltime undergraduate student pays to the University a non-refundable fee of twenty-five dollars which is applied on the tuition account of the first session attended.

Admission Procedure for Parttime Undergraduate Students

Parttime students apply in the same way, submit transcripts of records of their work at all secondary schools and colleges attended in the same form as those specified for fulltime students. They are not however required to pay an application, admission, or health fee.

JUNIOR COLLEGE GRADUATES

The University each year welcomes graduates of community and junior colleges. It cooperates with the administrative officers of such institutions in relating its program to their curriculums to facilitate transfer. Because junior college graduates enter the University at the same time that they begin their advanced specialization, it is important for them to communicate with the Office of Admission as soon in their junior college careers as they have arrived at the decision to continue their studies in Washington. The matriculation procedure for students entering from junior colleges is identical with that specified for undergraduate students entering with advanced standing.

Requests for information and applications for admission to undergraduate standing should be referred to the Office of Admissions
1905 F Street, Northwest
Washington 6, D. C.

NURSING ADMISSION

Nursing students who are applicants for admission to advanced standing and for admission to graduate nurse programs leading to the baccalaureate degree should communicate with the

Director of Nursing Studies
Office of Admissions
1905 F Street, Northwest
Washington 6, D. C.

PARTTIME STUDENTS

Graduate and undergraduate students registering for less than 12 hours of work a session are classified as parttime students. Applicants employed fulltime are admitted and matriculated only as parttime students and are permitted to carry a course load not to exceed six hours a session during the first session of attendance and not more than nine hours, depending upon the quality of academic performance, in any subsequent session. Students employed less than fulltime may take a course load planned with reference to the work schedule maintained. In the Washington College of Law parttime students are those enrolled in the four-year curriculum.

TRANSFER CREDIT STUDENTS

A person pursuing work in another institution may be admitted for transfer credit in any division of the University for one session only without

the submission of supporting documents when he presents a written statement from the appropriate official of such institution stating that the student is in good standing and making progress toward a degree in that institution, that the registration for the course or courses is approved, and that the credit earned in the University will be accepted and recorded on the student's record.

SPECIAL STUDENTS

The University may admit students not seeking degree credit as special students to take individual courses for professional advancement. Applicants for admission as special students must be 21 years of age or over and must be qualified by previous experience, maturity, or interest in professional advancement to undertake work in the specialized field. Special students take part in all classroom activities and assignments, and receive a grade. A transcript indicating the work covered and the grade received may be obtained from the registrar, but such grade and the credit represented by it is not applicable toward a degree in The American University unless the student establishes his eligibility for admission to full standing as of the time he registered.

AUDITORS

Further to meet the needs of the Washington community the University provides opportunity for some students for reasons of professional or cultural advancement to audit courses, provided such students obtain the permission of the chairman of the department in which the course proposed to be audited is offered. An auditor is not required to participate in classroom activity, is not checked for attendance, is not required to take examinations, and receives no grade or credit for the course.

RESIDENCE

Fulltime students in all divisions may apply for residence on the campus in halls for men and for women, and in apartments for married students. They should make application to the office to which they have submitted their application for admission to the University.

Applications for residence must be accompanied by a reservation fee of \$25. This sum is applied to the residence fee for the first session attended or is returned if the application is denied and may be returned at the request of an admitted student if the reservation is cancelled earlier than six weeks before the beginning of any session.

UNIVERSITY ACADEMIC CALENDAR

FALL SESSION 1951

- SEPTEMBER 19-29
Counseling and registration
- OCTOBER 1
Classes begin
Last day to remove spring session incompletes
- OCTOBER 13
Graduate tool requirement examinations—languages and statistics
- OCTOBER 15
Last day to submit applications for fall comprehensive examinations
- OCTOBER 20
Graduate tool requirement examinations—accounting
- NOVEMBER 1
Last day to remove summer session incompletes
Last day to file petition with registrar for degrees to be conferred at 1952 commencement
Last day to submit thesis and dissertation proposals to department chairmen
- NOVEMBER 12
University in session
- NOVEMBER 15
Last day to clear graduation requirements with department chairmen
- NOVEMBER 22
Thanksgiving Day—a holiday
- NOVEMBER 30
Last day for graduate council to approve thesis and dissertation proposals for 1952 commencement
- DECEMBER 3-12
Fall session comprehensive examinations
- DECEMBER 20
Christmas holiday begins—10:45 p.m.
- JANUARY 3
Classes resume—8:00 a.m.
- JANUARY 28
Examinations begin—evening and Saturday students

SPRING SESSION 1952

- JANUARY 30-FEBRUARY 7
Counseling and registration
- FEBRUARY 8—*Classes begin*
- FEBRUARY 16
Last day to file application to take graduate tool requirement examinations
- FEBRUARY 22
Washington's Birthday—a holiday
- FEBRUARY 24—*Founders Day*
- MARCH 1
Graduate tool requirement examinations—language, statistics, accounting
Last day to submit applications to take spring session comprehensive examinations
- MARCH 7 AND 8
Graduate Record Examination—required of all seniors and sophomores
- MARCH 15
Last day to submit thesis and dissertations to department chairmen
- APRIL 12
Easter holiday begins—10:45 p.m.
- APRIL 21
Classes resume—8:00 a.m.
- APRIL 21-30
Spring comprehensive examinations
- MAY 1
Last day to petition for advancement to upperclass standing
- MAY 3
Last day for 1952 commencement candidates to complete oral examinations on dissertations and theses
- MAY 15
Last day to file copies of dissertations, theses and abstracts with department chairmen for deposit in registrar's office
- MAY 22
Examinations begin—graduate and undergraduate degree candidates
- MAY 30—*Memorial Day—a holiday*
- JUNE 2
Examinations begin—evening and Saturday students
- JUNE 8—*Commencement*

GRADUATION

The curriculums of the University lead on the graduate level to the degrees of doctor of philosophy, master of arts, and master of business administration, on the professional level to the degree of bachelor of laws, and on the undergraduate level to the degrees of bachelor of arts, bachelor of science, bachelor of science in social science, bachelor of science in business administration, and bachelor of science in public administration. Associate programs provide curriculums as a step toward the baccalaureate degree or to terminal educational objectives.

GRADUATE DEGREES

Doctor of Philosophy

A candidate for the degree of doctor of philosophy must:

- 1 complete with a better than B average at least seventy-two hours of graduate study, not less than thirty hours of which have been taken in residence and not less than sixty hours of which must have been completed in fields selected for comprehensive examination
- 2 pass comprehensive examinations in six fields of study recommended by the chairman of the department in which he is taking his principal degree work and approved by the graduate council
- 3 achieve distinction in at least one field
- 4 demonstrate proficiency in two research tools
- 5 present a dissertation demonstrating distinctive competence in research and the ability to present new knowledge effectively and
- 6 pass an oral examination on the dissertation and any fields of study which are related to the inquiry.

Master of Arts and Master of Business Administration

To qualify for the degree of master of arts or master of business administration a candidate must

- 1 complete with not less than a B average at least thirty hours of graduate study, not less than twenty-four of which have been taken in residence
- 2 pass comprehensive examinations in three fields of study approved by the chairman of the department in which the candidate is taking his principal work
- 3 demonstrate proficiency in the research tool approved as appropriate at the time of his advancement to candidacy
- 4 present a thesis demonstrating competence in the analysis of research data and expository reporting and
- 5 pass an oral examination on the thesis and on any fields of study which are related to the inquiry.

LAW DEGREE

To qualify for the degree of bachelor of laws a candidate must complete eighty session hours of course work with not less than a one-point cumulative grade average. Under all circumstances, the last twenty hours

of work must be completed in The American University. The student must fulfill the eighty-hour requirement within a period of not less than two nor more than six calendar years from the date of his matriculation.

UNDERGRADUATE DEGREES

BACCALAUREATE PROGRAMS

The American University in its undergraduate divisions offers programs of study leading to the degrees of bachelor of arts, bachelor of science, bachelor of science in social science, bachelor of science in business administration, and bachelor of science in public administration. For upper-class students the University further has planned specialized curriculums to meet the needs of degree candidates who wish (1) to enter in their third year of work on a sequence of studies leading to the degrees of bachelor of arts or science *and* master of arts, (2) to follow a combined program leading to the degree of bachelor of laws with the bachelor of arts or science degree earned at the end of the first year of law study, and (3) to combine academic and nursing studies in professional degree study. Undergraduate work is offered in two divisions of the University: the College of Arts and Sciences located at Massachusetts and Nebraska Avenues and the School of Social Sciences and Public Affairs located in Metropolitan Washington midway between the White House and the Department of State. The College offers a four-year program in the liberal arts; the

School provides general education with career specialization in the social sciences, public affairs, communication arts, and business administration.

The University requires a minimum of 126 credit hours completed with an average of not less than C for all undergraduate degrees, and at least the last 30 hours must be completed in residence at The American University.

Organization of Degree Curriculums

The University believes that a student's program of studies should constitute a balanced educational experience. The studies, ordered in sequence and distributed by fields, are planned to give the student a sound general education, a more specialized acquaintance with a significant area of knowledge, and the opportunity to explore freely any subject matter of interest to him. For these reasons undergraduate degree requirements are arranged into five groups. These are:

Group 1—Basal Studies

Group 2—Distributed Studies

Group 3—Concentrated Studies

Group 4—Related Studies

Group 5—Elective Studies

Students in planning their degree programs with their counselors arrange their studies within the framework of these groups to achieve their academic and career objectives.

A *basal study* is a foundation subject necessary to the pursuit of advanced work. A *distributed study* is one which widens the horizon of the student, introduces him to different areas of knowledge to kindle his imagination and interest in himself and his place in the world of man, time, space, social organization, and the values men live by. *Concentrated studies* provide opportunity for the student to choose one department of instruction in which he is particularly interested so that he may acquire a modest mastery in one significant field of knowledge. The student's object in the group of concentrated studies is to gain command of a body of facts and theories as a foundation for independent judgment and continued intellectual progress. *Related studies* provide courses supplementary to the area of specialization elected for more intensive study and also give opportunity for pursuit of a field of secondary interest or personal satisfaction. *Elective studies* provide opportunity for the student to select subjects lying outside his field of concentration, to explore new regions of intellectual interest, and to relate his own thinking to ideas beyond the orbit of his own specialization.

All courses in Group 3—Concentrated Studies—and in Group 4—Related Studies—must be completed with a grade of not less than C and they are usually selected from courses at the 300- to 500-levels.

BACHELOR OF ARTS

A candidate for the degree of bachelor of arts must complete 120 credit hours of academic course work and six hours of work in health and physical education.

Group 1—Basal Studies

36 Hours

	Hours
Introduction to College	2
English Language and Writing	6
English Literature	6
Modern Foreign Language . . .	12
Speech	4
Health and Physical Education	6

A. Because the transition from secondary school to the University requires new perspective, personal adjustment, an appreciation of goals, the mastery of skills, and guidance to make the most of personal abilities and to overcome personal deficiencies, the University requires all students in their first year of study, including students admitted with less than 60 credit hours of advanced standing from other institutions, to complete the course *Introduction to College*.

B. Because competence in the English language is fundamental to academic achievement and because proficiency in effective communication is most closely correlated with student performance both in curricular and extracurricular work, the University requires a student to take the following courses or to demonstrate to the satisfaction of the faculty a competence in the subjects:

English Language and Writing
English Literature
Speech

C. Because acquaintance with a culture other than one's own enlarges a student's breadth of understanding and because increasing interdependence among nations in commerce, culture, and political action extends the range of personal association and interaction, the University requires the student to complete at least twelve hours of study in one modern foreign language. A student who offers two or more years of foreign language for admission may with the approval of the dean satisfy the basal studies foreign language requirement by completing six hours of advanced work in the language presented for admission or by passing written and oral examinations equivalent in content and difficulty to the regular examinations given at the end of the second year of such study. A student who offers four years of one foreign language for admission may have the basal studies foreign language requirement waived upon certification of competence by the Department of Modern Languages so that such student may take advanced work in language or other subjects.

D. Because health is a condition of sustained effort and because proficiency in sports has a continuing value throughout life, the University requires the candidate to carry one hour of health and physical education activity in each of the first six sessions of study.

Group 2—Distributed Studies

38 or 40 Hours

To give the student a broad base of general knowledge for understand-

ing himself and his world, the University requires the candidate to select at least the indicated number of hours of course work from each of the three following divisions with the understanding that the student may not offer more than eight hours of course work selected from any one department to fulfill the degree requirement in distributed studies and that the student must complete *two* sessions of course work in *one* of these laboratory sciences: biology, chemistry, geology, or physics.

Area	Hours
A. HUMANITIES	12
Art	
Art History	
English Literature — <i>courses not included in basal studies</i>	
Modern foreign languages— <i>courses not included in basal studies</i>	
Music	
Philosophy	
Religion	
B. NATURAL SCIENCES AND MATHEMATICS	14-16
Biology	
Chemistry	
Geology	
Mathematics	
Physics	
C. SOCIAL STUDIES	12
Economics	
Education	
Government	
History	
Psychology	
Sociology	

Group 3—Concentrated Studies

24 Hours

In the upperclass years the student concentrates his studies under

the direction of the faculty of one of the departments of instruction. The concentrated studies include at least 24 credit hours of work offered in the department of concentration and selected in conference with a counselor and approved by the chairman of the department. The general requirement for the completion of 24 hours of approved course work in the department of concentration is a minimum requirement. *Each degree candidate must plan his concentration program to satisfy the requirements of his department.* As a part of his concentration program the candidate must complete during the last two sessions of study the integrating seminar offered by his department of concentration. This seminar extends over a full academic year and is offered for one hour of academic credit.

The fields of concentration that may be selected by candidates for the bachelor of arts degree are:

Art

Art History

Biology

Chemistry

Economics

English

German

Government

History

Mathematics

Music—with specialization in either
music history and literature or
public school music

Philosophy and Religion

Physics

Psychology

Sociology

Group 4—Related Studies

12 Hours

The group of related studies provides free space for the student to select courses which supplement and strengthen his program of concentrated studies or which develop an area of study of secondary or cultural interest. While the number of hours of related subjects depends upon the student's own concentration, career, and personal objectives, the usual number is twelve, generally tied together to make a minimum major sequence of 36 hours composed of 24 hours in the subject of concentration plus 12 hours of related subjects. Related subjects must be selected after conference with the counselor and with the approval of the chairman of the department of concentration.

Group 5—Elective Studies

16 Hours

Free elective subjects provide opportunity for the student to select subjects lying outside his field of concentration, to explore new regions of intellectual interest, and to relate his own thinking to ideas beyond the orbit of his own specialization.

BACHELOR OF SCIENCE

A candidate for the degree of bachelor of science selects studies offered in the five groups outlined in the preceding section describing the requirements for the degree of bachelor of arts. The number of hours and the distribution of courses however differs.

Group 1—Basal Studies**32 Hours***Hours*

Introduction to College	2
English Language and Writing	6
Modern Foreign Language . . .	12
Mathematics	6
Health and Physical Education	6

Group 2—Distributed Studies**18 Hours**

- A. Social Sciences
a minimum of six hours
- B. Humanities
a minimum of six hours
- C. Natural Sciences and Mathematics
no distributed studies requirement
because of emphasis on this area.

Group 3—Concentrated Studies**40 Hours**

Fields of concentration may be selected by candidates from the following:

Biology
Chemistry
Distributed Sciences
Physics
Nursing Education
Physical Education

In general the requirement for concentrated studies is 40 hours but in each case the student's program must satisfy departmental requirements and be approved by the chairman of the department of concentration.

Group 4—Related Studies**20 Hours**

In general a candidate for the bachelor of science degree must complete 20 hours of work in courses related to his major objective but offered in departments other than that in which he is concentrating. Here again the program of related studies must sat-

isfy departmental requirements and be approved by the chairman of the department of the student's concentration.

Group 5—Elective Studies**18 Hours****BACHELOR OF SCIENCE IN
SOCIAL SCIENCE**

The bachelor of science in social science degree is offered in the School of Social Sciences and Public Affairs to candidates who have a special concern for career specialization in the social sciences developed on the basis of a broad general education. The general education curriculum lays the basis for advanced study in the social sciences. It takes its point of departure from the fact that society exists in communication. The effective use of language is therefore fundamental.

Man, the human being, is the object of social study in his relations with other men in the institutional designs of the social order. Man moreover moves in time and in history, and he operates from some place, some geographical base. In meeting the problems of life he develops technology, tools of measurement, and values to live by. These are fundamental concepts of education for social living: man, time, place, language, the social order, technology, and values. The purpose of the general education program of the School of Social Sciences and Public Affairs is to equip a man to understand and to play his role in contemporary society and to give him that human wholeness and civic conscience necessary for useful citizenship.

Group 1—Basal Studies

54 Hours

	Hours
A. COMMUNICATION	6
Fundamentals of English	
Usage or Communication of	
Ideas	6
B. THE SOCIAL ORDER.....	18
<i>including</i>	
American Democracy in Its	
World Setting.....	6
Principles of Economics.....	3
Introduction to World Politics	3
American Government: Na-	
tional	3
Introduction to Sociology....	3
C. THE PHYSICAL WORLD.....	6
<i>including</i>	
Physical Science: Energy	
(Physics)	3
or	
Physical Science: Matter	
(Chemistry)	3
or	
Science in Industry.....	3
and	
The Earth and Its Resources.	3
or	
The Earth in Time and Space	3
D. THE HUMAN BEING.....	9
Human Biology	3
General Psychology.....	3
Logic and the Scientific	
Method	3
E. APPRECIATION OF VALUES.....	9
Human Values in World Lit-	
erature	3
Issues in Modern Literature..	3
Survey of Art.....	3
History of Philosophy.....	3
Comparative Religions.....	3
F. COORDINATION COURSE	6

Group 2—Distributed Studies

In the School of Social Sciences and Public Affairs distributed studies are assimilated into the program of basal studies requirements.

Group 3—Concentrated Studies

24 or 30 Hours

The candidate may select an area of concentration from the following:

American Literature
 Communication
 Economics
 History
 International Relations and Organiza-
 tion
 Journalism
 Political Science
 Psychology
 Sociology
 Statistics
 Television and Radio—with *speciali-
 zation in programming, sales and
 management, or writing.*

In general a student must offer a minimum of 24 hours of work completed in advanced courses in the department of his concentration. The student in all cases however must satisfy the requirements of his department and his program of concentrated studies must be approved by the chairman of his department. The various departments require as a part of their program the completion of certain introductory courses which are prerequisite to pursuit of advanced courses within the department. Where these courses are not acceptable as a part of the concentrated or related studies, the student must offer these introductory courses as a part either of the basal or elective studies.

Group 4—Related Studies

12 to 30 Hours

Each candidate for the degree of bachelor of science in social science

must offer from 12 to 30 hours of course work related to his field of concentration, selected in conference with his counselor, and approved by the chairman of his department.

Group 5—Elective Studies
15 to 30 Hours

The candidate ordinarily may choose from 15 to 30 hours of free elective courses. Any course offered for academic credit by the University and open to undergraduate students, satisfies the free elective studies requirement. The courses selected however must be approved by the counselor and the department of concentration. The department may under some circumstances require courses which are necessary to the student's program to be completed as a part of his elective studies.

**BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION**

The bachelor of science in business administration degree is awarded by the School of Social Sciences and Public Affairs to candidates who have completed satisfactorily 126 hours of course work.

Group 1—Basal Studies
60 Hours

	Hours
A. COMMUNICATION	6
Communication of Ideas or Fundamentals of English Usage	6
B. SOCIAL ORDER	21
History of American Business Leadership	6
Structure of the American Economy	3
Economics of the Firm and In- dustry	3
International Economics	3
Introduction to Sociology	3

	Hours
Political Organization of So- ciety	3
C. PHYSICAL WORLD	6
Earth and Its Resources	3
Science in Industry	3
D. HUMAN BEING	9
General Psychology	3
Introduction to Social Psy- chology	3
Group Dynamics and Admin- istrative Principles	3
E. APPRECIATION OF VALUES	6
Human Values in World Lit- erature	3
Issues in Modern Literature ..	3
F. REQUIRED BUSINESS STUDIES	12
Fundamentals of Business Mathematics	3
Fundamentals of Statistics ...	3
Accounting	6

Group 3—Concentrated Studies
36 to 45 Hours

Fields of concentration that may be selected by candidates for this degree are:

- Accounting
- Advertising
- Banking
- Business and Industrial Management
- Real Estate
- Retailing
- Transportation and Traffic Manage-
ment

They must complete 36 to 45 hours of course work in the field of their concentration.

Group 4—Related Studies
12 Hours

All candidates for the degree must complete as a part of their related studies 12 hours of work in the following courses:

Financial Organization of So- ciety	3
Corporation Finance	3
Economics of Taxation	3
Marketing Organization	3

The related studies requirement may be increased at the discretion of the Department of Economics and Business Administration.

Group 5—Elective Studies

9 to 18 Hours

The elective studies requirement varies from 9 to 18 hours of course work. Any courses offered for credit in the undergraduate divisions of the University may be accepted to meet this requirement, but candidates for the degree may in some cases be obliged to offer as elective studies prescribed courses that must be completed in order to compensate for background or subject-matter deficiencies in business studies or in the field of concentration.

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

The bachelor of science in public administration degree is awarded by the School of Social Sciences and Public Affairs to candidates who have completed satisfactorily 120 hours of course work as listed below and six hours of work in an approved social science coordination course.

Group 1—Basal Studies

54 Hours

The basal studies requirements for this degree and for the degree of bachelor of science in social science are identical.

Group 3—Concentrated Studies

30 Hours

Candidates for this degree must as a part of their concentrated studies complete Introduction to Public Administration (3) and 21 hours of other

approved courses including at least 3 hours in each of the following fields: organization and management; personnel administration; budgetary administration; and public relations.

The department requires that students complete 12 hours of general background course work, including either American Government: State and Local, or American Government: Municipal and 6 hours of public administration coordination courses.

Group 4—Related Studies

12 Hours

A total of 12 hours of work in advanced political science courses must be completed to satisfy the related studies requirement. Courses must be selected from among those offered in at least three of the following fields: public law; governmental processes; political dynamics; and political theory or comparative government.

Group 5—Elective Studies

24 Hours

Twenty-four hours of work in any courses accepted for credit must be completed to meet the requirements of this group.

BACHELOR OF SCIENCE WITH CONCENTRATION IN NURSING

To provide opportunity for graduate nurses to continue university work leading to the bachelor of science in nursing, The American University offers a complete sequence of studies. Prerequisite to admission to the degree program are (1) graduation from an accredited school of nursing and (2) successful completion of the state board examinations. Allowing advanced credit for professional courses

completed in accredited schools of nursing, the University offers within the framework of the liberal arts further opportunity for specialization. The sequence of advanced studies for the degree of bachelor of science with a major in nursing follows:

Group 1—Basal Studies

28 Hours

	Hours
English Language and Writing	6
English Literature	6
Science or Mathematics	8 to 6
Speech	3
Physical Education	4

Group 2—Distributed Studies

18 Hours

	Hours
Humanities	12
Social Studies	6

Group 3—Concentrated Studies

45-51 Hours

Basic professional course in nursing	30 to 36
Nursing Education	15

Group 4—Related Studies

24 to 25 Hours

Group 5—Elective Studies

5 to 14 Hours

ASSOCIATE PROGRAMS

Both as a step toward the bachelor's degree and as a terminal program designed to meet a student's career needs, the University offers programs leading to the associate in arts, the associate in science, and the associate in administration. The minimum requirement for the associate in arts or the associate in science is the completion with an average of not less than C, of 63 credit hours, and for the associate in administration, 63 hours.

At least the last 30 hours must be completed in residence at The American University.

ASSOCIATE IN ARTS

Group 1—Basal Studies

19 Hours

	Hours
English Language and Writing	6
English Literature	6
Speech	3
Physical Education	4

Group 2—Distributed Studies

26 Hours

	Hours
Humanities	6
Modern Foreign Language	12
Laboratory Science—Biology, Chemistry, Geology, Physics	8

Group 3—Concentrated Studies

18 Hours

Courses may be selected from any area that is acceptable as a field of concentration for candidates for the bachelor of arts degree.

ASSOCIATE IN SCIENCE

Group 1—Basal Studies

28 Hours

	Hours
English Language and Writing	6
Modern Foreign Language	12
Mathematics	6
Physical Education	4

Group 2—Distributed Studies

6 Hours

	Hours
Humanities	3
Social Science	3

Group 3—Concentrated Studies

29 Hours

Courses may be selected from any science that is acceptable as a field of concentration for candidates for the bachelor of science degree.

**ASSOCIATE IN ADMINISTRATION
IN SOCIAL SCIENCES OR PUBLIC
ADMINISTRATION**

Group 1—Basal Studies

30 Hours

Hours

Fundamentals of English Usage or Communication of Ideas...	6
American Democracy in Its World Setting.....	6
American Government or Prin- ciples of Economics [depend- ing upon the area of specializa- tion]	3
Accounting: Fact Control of Management or Fundamentals of Statistics.....	3
History, Humanities, Modern Foreign Language, Mathemat- ics, or Natural Science (6 hours in one field).....	9
Social Science Electives.....	3

Group 3—Concentrated Studies

24 Hours

Courses may be selected in any area acceptable as a field of concentration for the bachelor of science in social science and bachelor of science in public administration degrees.

Group 5—Elective Studies

9 Hours

Any courses acceptable for academic credit may be elected to meet the Elective Studies requirement.

**ASSOCIATE IN ADMINISTRATION
IN BUSINESS ADMINISTRATION
OR ACCOUNTING**

Group 1—Basal Studies

39 Hours

Hours

Fundamentals of English Usage or Communication of Ideas...	6
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Hours

History of American Business Leadership	6
Structure of the American Econ- omy and Economics of the Firm and Industry or Prin- ciples of Economics.....	6
Accounting: Fact Control of Management	6
Fundamentals of Statistics.....	3
Political Organization of Society or American Government: National	3
General Psychology.....	3
Literature	3
Natural Science, Mathematics, Sociology or Humanities.....	3

Group 3—Concentrated Studies

24 Hours

Courses may be selected in any area acceptable as a field of concentration for the bachelor of science in business administration degree.

Group 5—Elective Studies

None

**ASSOCIATE IN ADMINISTRATION,
PRE-LEGAL**

This program was established for students who wish to complete a two-year program of college study as preparation for the study of law. The student must complete 48 credit hours of Basal Studies and 15 credit hours of Concentrated Studies as approved by his dean. This program will not be offered after the end of the 1951 fall session. Students who wish to enter a law school beginning in the fall of 1952 must plan to complete at least three-quarters of an approved degree program at The American University.

COST

The University divides the academic year into the fall, spring, and summer sessions. In the fall and spring sessions the tuition fee payable by fulltime students each session is in all undergraduate divisions \$250, in the law division \$175, and in the graduate division approximately \$180. A fulltime student in residence in any division may expect his basic expenses for the fall and spring sessions considered as a traditional academic year to average \$1200 or less. For detailed information about tuition and fees see Pages 210-213.

This cost is distributed as follows:

Tuition

Undergraduate	\$500
Law	
3-year program	\$350
4-year program	\$250
Graduate	\$12 a credit hour
Room	\$250
Meals	\$400
Books and supplies	\$50

Students in summer session attendance may anticipate substantially the same cost schedule, although fees are assessed to them on the basis of published summer session fees.

Accounts of fulltime students are due and payable in full for each session at the time of registration. For the convenience of parents who prefer to pay the fees in installments during the academic year, the University offers a plan of deferred payment. Students and their parents electing to take advantage of this plan make application to the treasurer on a form provided for the purpose, pay a deferment fee of five dollars a session, execute a promise to pay the fees in full for the entire session, and arrange to discharge each session's obligations in

three installments. When a payment is not met according to the terms of the arrangement, the student's registration is automatically cancelled.

Students carrying less than a full-time schedule of studies pay course and special fees. Basic course fees for each credit hour are:

College of Arts and Sciences	\$15
Washington College of Law	\$12.50
School of Social Sciences and Public Affairs	\$12

The University maintains a placement office to assist students who need to earn a part of their expenses to find jobs.

The University offers a work-study program to enable a limited number of young women to earn their entire expenses by a schedule of academic and remunerative work. Work-study students pay a single annual and inclusive fee of \$825 for tuition, residence, meals during the fall and spring sessions, social activities, and health service. Students enrolled in the program complete their baccalaureate work in six years of three-session study instead of the traditional four years of fall-spring attendance.

UNIVERSITY LIBRARY

The American University Library operates as a function of the University faculty in charge of a University Librarian who holds the rank of full professor. The collection of 150,000 volumes is located with special reference to the curriculum and activities of the divisions of the University. Maps, manuscripts, source documents, musical recordings, slides, and films, as well as books, circulate from the library. As a part of its program the library provides a staff reference and research service at the Library of Congress.

COLLEGE OF ARTS AND SCIENCES

The Library of the College of Arts and Sciences located in Battelle Memorial Hall includes a main reading room, two sound-conditioned music listening rooms, a music and art reading room equipped with Magnavox radio-phonograph, the administrative offices, the work rooms of the University library system, and the union card catalog.

Hurst Hall Library and Osborn Reading Rooms include the works on the natural and social sciences and all current periodicals.

Among the specialized collections provided by gift, special funds, and endowment, and located at the College are:

The L. M. Alexander Economics Collection established and maintained by an endowment given by the late Lewis M. Alexander of Port Edwards, Wisconsin. (Battelle Memorial Library).

The Artemus Martin Mathematical Collection of over 10,000 rare volumes and manuscripts bequeathed to the University by Artemus Martin, the librarian and computer of the United States Coast and Geodetic Survey.

The Dictionary of American Biography reports the library as "one of the finest private mathematical collections in America." (Hurst Hall).

The American Peace Society Library of 10,000 volumes. By agreement in 1941 the University became the custodian of the collection. The American Peace Society was organized in New York in 1828. (Hurst Hall).

The Bradley Collection was given to the University by Mrs. Philip Bradley. It is a specialized library of 800 volumes in French and Spanish devoted chiefly to the history of the Caribbean Area in the 18th and 19th centuries. (Battelle Memorial Hall).

The Korean Library was established by the Korean Cultural Association of Honolulu to provide a specialized collection dealing with the culture and problems of Korea. The trust provides an annual scholarship for a Korean student to assist in the care of the collection under the direction of the University Librarian. (Battelle Memorial Library).

The College classes of 1936, 1938, 1942, and 1949 have established collections of books and funds for further purchases.

SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

The Library of the School of Social Sciences and Public Affairs located at 1907-1911 F Street includes 54,000 carefully selected volumes devoted almost exclusively to the social sciences.

The *Economics Library and Seminar* is located at 1901 F Street. It provides volumes on economic theory and finance. The library room is equipped with study tables and comfortable lounge chairs.

The *League of Nations Information Service Library* developed and donated to the University by the late Kate Trenholm Abrams includes over 10,000 documents and publications of the League of Nations. (1907 F Street).

The *Watumull Foundation Collection* established by grant through the courtesy of Mr. and Mrs. Gobindram S. Watumull of Los Angeles and Honolulu provides volumes on India. (1907 F Street).

The *Library of the Teaching Institute of Economics* acquired between 1945 and 1950 by grants from the Alfred P. Sloan Foundation is included in the Library of the School of Social Sciences and Public Affairs.

WASHINGTON COLLEGE OF LAW

The *Library of the Washington College of Law* is located at 2000 G Street, Northwest. It contains over 17,000 volumes including all United States statutes; decisions of the United States Supreme Court and of federal courts; the National Reporter System; standard English reports; the District

of Columbia Code, regulations, and reports; encyclopedias, digests, citators, references and search books and services; collateral reference works; and legal periodicals.

The *International and Comparative Law Collection*, a large part of which was the gift of the late Professor James Brown Scott, contains collections of treaties, documents dealing with the foreign relations of the United States, the classics of international law, and a substantial collection of digests.

LIBRARY OF CONGRESS

The University provides a staff reference and research service at the Library of Congress for the benefit of faculty and students. A student may use this service by telephoning a request to the University staff librarian at the Library of Congress by direct line, EXecutive 0250, or by calling in person at the University librarian's desk located in the Government Publications Reading Room, Main Building, Library of Congress. Students for their guidance should obtain from any University librarian a copy of the booklet entitled *Information for Readers in the Library of Congress*.

The staff librarian at the Library of Congress will arrange for photoduplication of materials desired by students.

INTERLIBRARY EXCHANGE

Interlibrary exchange enables a student in any division of the University to draw upon any materials in the University collections.

AUDIO-VISUAL SERVICE

The University Library cooperates with the Office of Faculty Aids to

maintain audio-visual aids, making available slides, films, microfilms, collections of recorded speeches and music, and specialized lectures. It provides with technical assistance a service for projection and sound recording.

LIBRARY HANDBOOK

The University library publishes each fall a guidebook describing its services. Copies may be obtained from any library desk.

STATISTICAL CONTROL

The University Library is equipped with statistical controls which describe the use of books by students, courses of study, divisions, and professors. These cards are tabulated; reports are

circulated to the faculty and administrative officers. Cards recording library use by courses are finally distributed to instructors of courses for their information.

PHOTODUPLICATION SERVICE

Students and faculty members extensively use the photoduplication service of the Library of Congress. This service is described in a fourteen-page brochure entitled *Photoduplication Service*. The University advises students and faculty to use the services of the staff reference and research librarian at the Library of Congress for photoduplication requisitions. The service provides photostats, microfilms, photographs, lantern slides, ozalid prints, and blueprints.

STUDENT PERSONNEL PROGRAM

The personnel program is designed to give information, purpose, and assurance to students and to support them in growth toward intellectual, physical, emotional, social, and spiritual maturity and balance. The various services are coordinated through the monthly meetings of the student personnel council which deals with the in-service training of staff members. A weekly guidance conference of student personnel and administrative officers systematically reviews the total performance of individual students. The dean of student affairs is the administrative officer in charge of the program. The personnel officers recognize that each student is unique and that his development within the framework of sound educational procedures is to proceed in terms of his special qualities and interests. The University seeks, in instruction, in student-faculty relationships, and in informal student living, to encourage students to formulate standards of behavior for themselves in a democratic way by holding open the opportunity for the assumption of individual responsibility through involvement and participation in activities. The objectives of the program are to help students to live with a respect for human personality, to have a citizen's concern for human well-being, to develop the habit of thoughtful, fact-founded selection among alternative courses of action, and to have an appreciation of the process of give-and-take so necessary to group action.

ACADEMIC GUIDANCE

The basic student personnel relationship exists between the student and his advisor and counselor. The purpose of academic counseling is to provide a systematic and sympathetic association to (1) clarify and define the goals of education, (2) to specify the steps necessary to achieve those goals by the planning of academic and student affairs activity, (3) to utilize the services of the various specialized counseling and remedial services in the University, and (4) to give the student the confidence, assurance, purpose, and satisfaction which come from the progressive achievement of goals.

Counselors in their interviews use (1) program planning forms which project the student's program to his

academic objective, (2) time budgets, and (3) a student affairs record.

LOG BOOK

Each student is expected to maintain a LOG BOOK. This book, which may be obtained from the bookstore, is the student's own cumulative record of correspondence, records, documents, and reports which relate to his University experience. The student bears the obligation for filing all materials in his LOG BOOK and for bringing it with him to all counseling interviews.

INTRODUCTION TO COLLEGE

The Department of Education offers a course required of all new students entitled *Introduction to College*. This program gives the student an over-

view of problems of University life and methods of dealing with them. The educational skills laboratory in the University Guidance Center located in Hutchins House is conducted by the department to strengthen students in any areas in which they need special assistance.

GUIDANCE CENTER

The University Guidance and Examination Center is located in Hutchins House on the campus. It provides individualized psychological examinations and therapeutic guidance to students who are referred to it or who voluntarily seek its services.

HEALTH SERVICE

The health service is located in Mary Graydon Hall and is staffed by a University physician and three registered nurses. By systematic examination and re-examination the health and physical abilities of each student are reviewed and recommendations are made to develop normal health necessary to keep bodies strong for the strenuous work of University life and to establish health habits. Work in physical education is related to the student's physical, psychological, and emotional requirements. The health service provides both a dispensary and an infirmary.

RELIGIOUS PROGRAM

The religious program centers around the weekly chapel services and the monthly convocation. University religious officers as a rule sit in the weekly guidance conferences and contribute their skills in individual cases. The University makes positive

effort to encourage spiritual concerns and unselfish service.

RESIDENCE ADMINISTRATION

Residence halls and the dining rooms are conducted by experienced residence administrators responsible to the dean of student affairs. Living and dining are considered important forms of student development.

FINANCIAL AND VOCATIONAL COUNSELING

The University provides officers to counsel with students on their budgets and to assist them in obtaining part-time employment as necessary. The University administers loan funds and advises students on their financial problems. Vocational aptitude tests may be taken in the Guidance Center and the University examiner assists students on the basis of measured interests and abilities in the selection of life careers. The placement officers assist graduating students and alumni in finding positions.

FOREIGN STUDENT ADVISORS

Because of its location and its academic offerings, the University has a large enrollment of foreign students. Under the direction of the provost experienced foreign student advisors are available to give special attention to students from other countries. The University offers intensive courses in English for foreign students with trisensory laboratory work.

VETERAN AND NATIONAL EMERGENCY AFFAIRS

Education is now in the second decade of disturbance by war and

international friction. The national and world situation makes necessary highly technical advice to students who have been discharged from service, who are being called back into service, who are being inducted for the first time, who have been disabled in service, and who sincerely wish to plan programs of usefulness despite the prevailing uncertainty. The University issues bulletins entitled *The American University Student in the National Emergency* giving specific and up-to-the-minute information about problems facing students. Advisement on veteran and national emergency affairs is under the direction of the provost.

STUDENT AFFAIRS

The University believes that a student who is active in student affairs of his own interest gains in purposefulness, social maturity, and skill in human relationships. Student interests are organized functionally in various societies and associations. The program is the administrative responsibility

of the dean of student affairs and the dean's personnel officers.

CONTINUING ALUMNI INTERESTS

The alumni secretary maintains relations with graduates and conducts periodic surveys of alumni achievement. He keeps alumni informed about the affairs of the University and regularly visits alumni associations throughout the country.

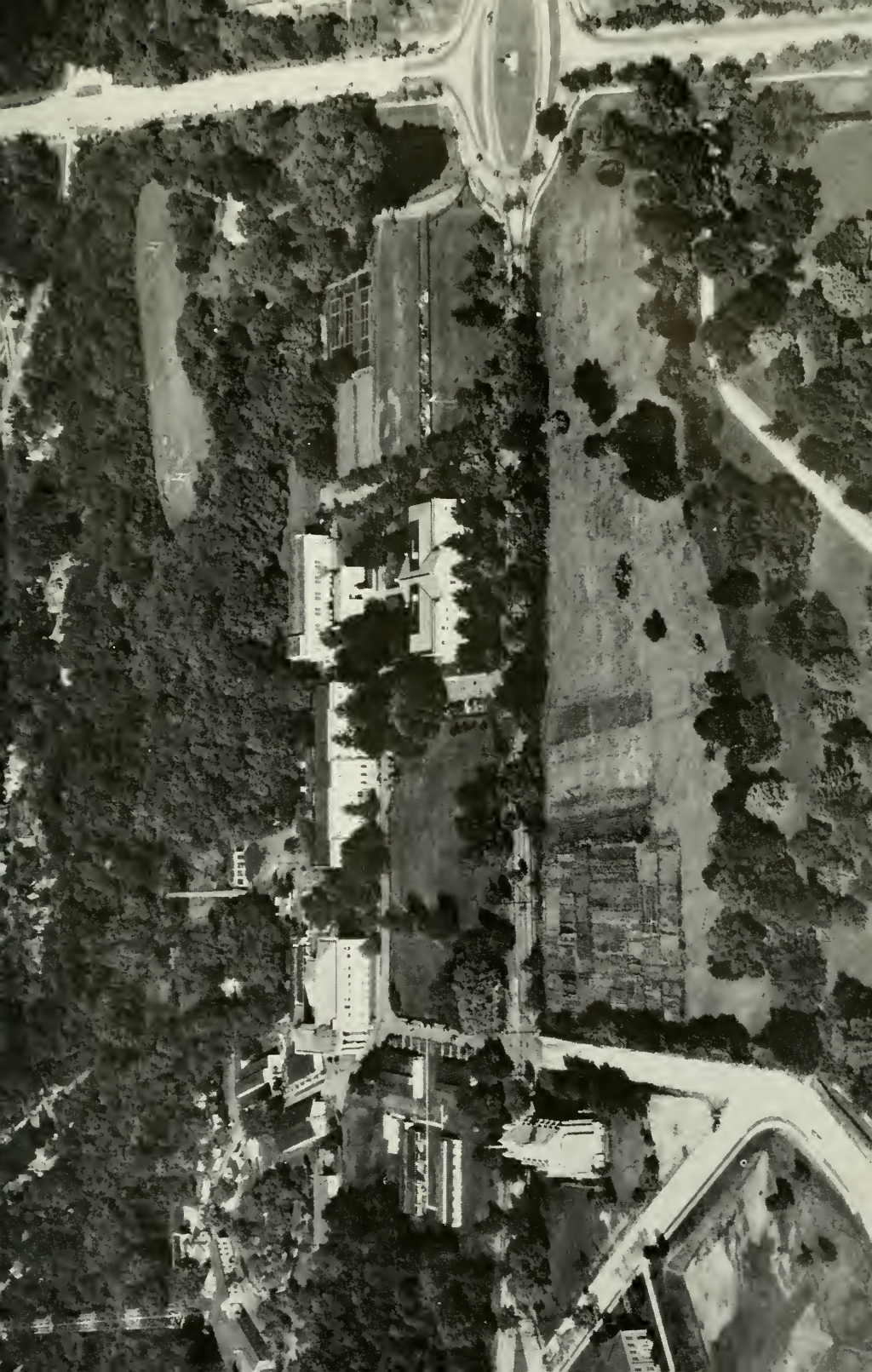
LIAISON

Because University life establishes a pattern of relationships of home, school, church, and community in a common concern for the development of the student, the University seeks to keep parents, principals and headmaster, pastors, and sponsors informed about the student performance. To the extent that all the influences in the pattern sustain one another the student finds his greatest strength.

By its whole program the University seeks to encourage earnest academic purpose and to develop deep convictions about the obligations of democratic citizenship.

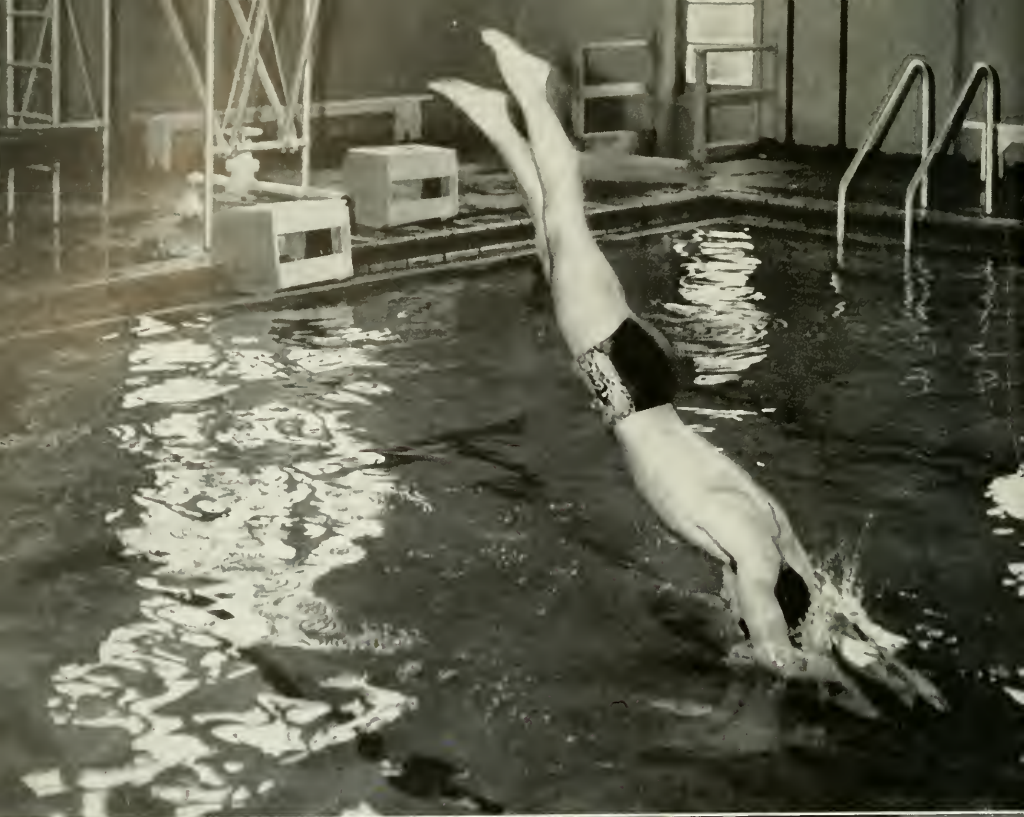
LEGENDS OF PICTURE SEQUENCE

1. NORTHWEST HEIGHTS CAMPUS
2. HURST HALL
3. METROPOLITAN MEMORIAL
- 4, 5. THE UNIVERSITY AT WORK
6. FOOTBRIDGE WALK IN CAMPUS WOODS
7. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS
8. LEONARD MEMORIAL POOL
- BOWLING IN THE STUDENT CENTER









THE FACULTY

PROFESSORS AND ADJUNCT PROFESSORS

- ATKINSON, KENNETH B. (1945), B.S., Princeton. *Adjunct Professor of Administration.*
- BAILY, NATHAN A. (1946), B.S.S., College of the City of New York; M.A., Ph.D., Columbia. *Associate Professor of Economics.* 1903 F Street.
- BAKER, SARAH (1945), Pennsylvania Academy of Fine Arts, Academie Montparnasse, Phillips Memorial Gallery. *Assistant Professor of Art.* Watkins Gallery.
- BATCHELDER, MERRITT C. (1935), B.A., Hillsdale; M.A., Columbia; Ph.D., Iowa State. *Professor of English.* Hurst Hall.
- BEDELL, RALPH (1950), B.S., Central Missouri State; M.A., Ph.D., Missouri. *Professor of Psychology and Education.* 1905 F Street.
- BENTLEY, JOHN EDWARD (1924), M.A., Clark; S.T.B., M.R.E., Boston; Th.D., McGill. *Professor of Psychology.* Hurst Hall.
- BLACK, LLOYD D. (1946), B.A., Toronto, M.A., Clark; Ph.D., Michigan. *Adjunct Professor of Geography.*
- BLANCHE, ERNEST E., B.A., M.A., Bucknell; Ph.D., Illinois. *Adjunct Professor of Statistics.*
- BOND, ROBERT W. (1949), A.R.C.A., Royal College of Art, London. *Visiting Professor of Art.* Watkins Gallery.
- BOOKSTAVEN, DAVID R. (1947), B.A., Cornell; LL.B., Yale. *Professor of Law.* 2000 G Street.
- BOWER, ROBERT T. (1949), B.A., Yale College. *Assistant Professor of Sociology.* 1729 F Street.
- BOWLES, EDGAR (1948), Ph.D., Johns Hopkins. *Associate Professor of Geology.* Hurst Hall.
- BOWMAN, WALTER P. (1950), B.A., Bowdoin; Certificate, University of Caen, France; M.A., Ph.D., Columbia. *Professor of Communication.* Collier Hall.
- BRADSHAW, MARY E. (1950), B.A., M.A., Pennsylvania College for Women; Ph.D., Wisconsin. *Associate Professor of International Relations and Organization.* Room 130, 1901 F Street.
- BRANDENBURG, DAVID J. (1948), B.S., Bowdoin; M.A., Columbia. *Assistant Professor of History.*
- BRANFORD, WALTER A. (1946), B.A., Washington College; M.A., Duke. *Assistant Professor of English.* 1901 F Street.
- BROOKER, FLOYDE E. (1944), B.A., Kent; B.A., Marietta; M.A., Columbia. *Adjunct Professor of Communication.*
- BROWN, MARY LOUISE (1925), B.A., DePauw; M.A., Michigan. *Emeritus Professor of English.*
- BUCK, SOLON JUSTUS (1937), B.A., M.A., Wisconsin; Ph.D., Harvard. *Adjunct Professor of History and Archival Administration.*
- BURR, SAMUEL ENGLE, JR. (1947) Litt.B., Rutgers; M.A., Wisconsin; M.A., Columbia; Ed.D., Cincinnati. *Professor of Education.* Hurst Hall.
- BUSH, GEORGE P. (1947), B.A., University of Washington; M.B.A., Harvard; M.A., Ph.D., American. *Associate Professor of Public Administration.* 1907 F Street.
- CALFEE, WILLIAM H. (1944), Beaux Arts, Paris; Cranbrook Academy; Corcoran School of Art; Phillips Gallery School; Catholic University of America. *Associate Professor of Art.* Watkins Gallery.
- CARLS, NORMAN (1948), B.Ed., Illinois State Normal; M.A., Ph.D., Clark. *Professor of Geography.* 1901 F Street.
- CARNDUFF, ARTHUR (1949), B.A., Indiana; LL.B., Northwestern. *Assistant Professor of Economics and Business Studies.*
- CASSELL, STAFFORD H. (1937), B.A., American; B.S., M.S., Pennsylvania State. *Professor of Health and Physical Education.* Leonard Student Center.
- CHATFIELD, HELEN L. (1940). *Adjunct Professor of Public Administration.*
- CLACUE, EWAN (1945), B.A., M.A., Washington; Ph.D., Madison. *Adjunct Professor of Sociology.*
- CLARK, CHARLES M. (1940), B.A., M.A., Ph.D., Cornell. *Associate Professor of English.* Hurst Hall.
- CONNOR, FRANKLIN (1950). *Adjunct Professor of Public Administration.*
- CORNFIELD, JEROME (1949), B.A., New York. *Adjunct Professor of Statistics.*
- CORRELL, ERNST (1929), Dr. oec. publ., Munich. *Professor of Economic History.* 1903 F Street.

- CRAWFORD, H. D. (1946), B.A., Hillsdale. *Assistant Professor of Journalism*. 1911 F Street.
- DAVIS, HAROLD E. (1947), B.A., Hiram; M.A., Chicago; Ph.D., Western Reserve. *Professor of History*. Hurst Hall.
- DAYTON, SCOTT (1945), B.S., M.S., California. *Adjunct Professor of Statistics*.
- DERBY, DONALD (1947), B.A., Bowdoin; M.A., Ph.D., Harvard. *Associate Professor of History*. 1901 F Street.
- DEVRIES, VAN BEUREN (1946), B.A., LL.B., National University. *Adjunct Professor of Television and Radio*.
- DEWEY, WILLIAM E. (1947). *Adjunct Professor of Public Administration*.
- DIVINE, WILLIAM R. (1947), B.A., Pomona; M.A., Cincinnati; J.D., George Washington. *Adjunct Professor of Public Administration*.
- EKIRCH, ARTHUR A., JR. (1947), B.A., Dartmouth; M.A., Ph.D., Columbia. *Associate Professor of History*.
- ELSBREE, HUGH L. (1945), B.A., M.A., Ph.D., Harvard. *Adjunct Professor of Political Science*.
- FEAGANS, HAZEL H. (1929), B.A., B.E., George Washington; M.A., American. *Professor of English*. 1901 F Street.
- FIELDS, DAVID S. (1950), B.S., M.B.A., College of the City of New York. *Assistant Professor of Economics and Business Administration*. 1903 F Street.
- FRANCHINO, ROY P. (1951), B.S., Seton Hall University; LL.B., Georgetown; LL.M., Michigan. *Visiting Assistant Professor of Law*.
- FRANCK, PETER G. *Adjunct Professor of International Economics*.
- FRANK, JOHN G. (1948), Ph.D., Michigan; Ph.D., Munich. *Professor of German*. Hurst Hall.
- FUCHS, HERBERT (1948), B.S., College of the City of New York; J.D., New York University. *Assistant Professor of Law*.
- GATES, ROBERT F. (1946), Detroit School of Fine Arts; Detroit School of Arts and Crafts; Art Students' League, New York; Phillips Gallery; Colorado Springs Fine Arts Center. *Assistant Professor of Art*. Watkins Gallery.
- GONDOS, DOROTHY (1947), B.A., Swarthmore; M.A., Ph.D., Pennsylvania. *Associate Professor of History*. Mary Graydon Hall.
- GOSNELL, HAROLD F. (1946), B.A., Rochester; Ph.D., Chicago. *Adjunct Professor of Political Science*.
- GRAVES, W. BROOKE (1947), B.A., Cornell; M.A., Ph.D., Pennsylvania. *Adjunct Professor of Political Science*.
- HARLLEE, ELLA (1945), B.A., American; M.A., Columbia. *Assistant Professor of Speech*. Collier Hall.
- HATCHETT, STEPHEN (1947), B.A., American; M.A., Ph.D., Michigan. *Professor of Biology*. Hurst Hall.
- HATTERY, LOWELL H. (1948), B.A., Ohio; Ph.D., American. *Associate Professor of Public Administration*. 1907 F Street.
- HAWKE, VIRGINIA (1950), B.S., M.A., Ohio State. *Assistant Professor of Health and Physical Education*. Clendenen Hall.
- HELD, WALTER (1948), B.A., Bucknell; M.A., Ph.D., American. *Assistant Professor of Public Administration*. 1907 F Street.
- HERSH, CHARLES (1950), B.A., M.A., Ph.D., Syracuse. *Assistant Professor of Public Administration*. 1907 F Street.
- HEWINS, JOHN (1951), B.A., Michigan; M.A., Maryland. *Assistant Professor of Geology*.
- HIPPEN, JOHN (1950), B.A., Stanford; M.B.A., Harvard. *Assistant Professor of Economics and Business Studies*.
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- MARKEL, HAZEL, B.A., Washington. *Lecturer in Public Relations.*
- MARTIN, MINERVA, B.S., Alabama; M.A., Ph.D., Louisiana. *Lecturer in Communication.*
- MARTZ, HELEN E., M.S.W., Pennsylvania School of Social Work; Ph.D., Bryn Mawr. *Lecturer in Sociology.*
- MAURER, ROBERT S. *Lecturer in Communication.*
- McCAUSLAND, STANLEY, B.S., Ursinus. *Instructor in Biology.*
- McCOY, DONALD, B.A., Denver; M.A., Chicago. *Lecturer in History.*
- McINTOSH, J. STANLEY, B.Ed., Eastern Illinois State Teachers College; M.A., Northwestern. *Lecturer in Communication.*
- McKILLOP, THOMAS, B.B.A., City College of New York; M.A., Columbia. *Lecturer in Public Administration.*
- MERWIN, CHARLES L., B.A., Ohio Wesleyan; M.A., Ph.D., Pennsylvania. *Lecturer in Economics.*
- MILES, ARNOLD, B.A., Ohio State; M.S., Syracuse. *Lecturer in Public Administration.*
- MILLER, MALCOLM D., B.A., Grinnell; LL.B., Georgetown. *Lecturer in Economics.*
- MOORE, LYMAN, B.A., Princeton; M.A., Minnesota. *Lecturer in Political Science.*
- MOWITT, GLENDON, B.A., M.A., Michigan. *Lecturer in Accounting.*
- MUNDY, JOHN P., M.A. *Lecturer in Psychology.*
- NAIDEL, SIMON, B.A., City College of New York; M.A., Columbia; Ph.D., American. *Lecturer in Economics.*
- NAUHEIM, FERD. *Lecturer in Economics.*
- NEFF, ALICE C., R.N., B.S., Catholic. *Lecturer in Psychiatric Nursing.*
- NEFF, JACK, B.C.S., M.C.S., Strayer College of Accounting. *Lecturer in Retailing.*
- NEHMER, STANLEY, B.A., City College of New York; M.A., Columbia. *Lecturer in History.*
- NETHERTON, ROSS D., B.A., M.A., J.D., University of Chicago; LL.M., Michigan. *Lecturer in Law.*
- NEWMAN, ANDREW L., B.A., Lafayette; M.A., Columbia; Ph.D., Northwestern. *Lecturer in Public Relations.*
- NILES, MARY CUSHING, B.S., Johns Hopkins. *Lecturer in Public Administration.*
- NOBLEMAN, ELI E., B.A., LL.B., LL.M., J.S.D., New York University. *Lecturer in International Relations.*
- NOON, JOHN, M.A., Ph.D., University of Pennsylvania. *Lecturer in Sociology.*
- NORTHURP, VERNON, B.S., M.A., George Washington. *Lecturer in Political Science and Public Administration.*
- NOTZ, REBECCA LOVE, B.A., George Washington; LL.B., Washington College of Law. *Lecturer in Law.*
- OLVERSON, JOHN B., B.S., American; LL.B., LL.M., Georgetown; S.J.D., George Washington. *Lecturer in Political Science.*
- OPPENHEIMER, MONROE, B.A., City College of New York; LL.B., J.S.D., Yale. *Lecturer in Law.*
- OSTEN, DONALD, B.A., M.A., Clark. *Lecturer in Communication.*
- PARKER, ALBERT, B.A., California; LL.B., Harvard. *Lecturer in Law.*
- PARKS, E. TAYLOR, B.A., M.A., Ph.D. *Lecturer in International Relations and Organization.*
- PEARCE, HARDY, B.A., Hardin-Simmons; B.S., M.A., George Washington. *Lecturer in Physical Education.*
- PERRY, HOBART S. *Lecturer in Transportation.*

- PERSON, RUSSELL, B.S., Minnesota. *Instructor in Mathematics.*
- PHILLIPS, THOMAS L., LL.B., Georgetown. *Lecturer in Real Estate.*
- PINCOCK, DEE W., LL.D., George Washington. *Lecturer in Communication.*
- PRATER, B. E. *Lecturer in Communication.*
- PRESCOTT, FRANCIS C. *Lecturer in History.*
- PROTHRO, ADOLPHUS M., B.A., Baylor; LL.B., George Washington. *Lecturer in Sociology and Public Welfare.*
- PUPPA, HENRY G., B.B.A., City College; M.S., Columbia. *Lecturer in Statistics.*
- QUAM, LOUIS O., B.A., M.S., Colorado; Ph.D., Clark. *Lecturer in Geography.*
- RACKLEY, LLOYD E., B.S., M.A., Peabody; Ph.D., George Washington. *Lecturer in Psychology.*
- RAFFA, ALDO L., Adj. Arts, Harvard; Ph.D., Palermo. *Lecturer in Personnel Administration.*
- RAPER, ARTHUR, M.A., Vanderbilt; Ph.D., North Carolina. *Lecturer in Sociology.*
- RAYSOR, THOMAS M., B.A., LL.B., Harvard. *Lecturer in Business Studies.*
- REES, MINA, B.A., Hunter; M.A., Columbia; Ph.D., Chicago. *Lecturer in Mathematics.*
- RIFE, CLARENCE W., B.A., Saskatchewan; M.A., Toronto; Ph.D., Yale. *Visiting Professor of History.*
- RIGGLEMAN, JOHN R., B.A., Cornell; M.B.A., Harvard; Ph.D., Johns Hopkins. *Lecturer in Economics.*
- RILEY, HENRY W., B.A., Richmond. *Lecturer in Political Science.*
- RISTOW, WALTER W., B.A., Wisconsin; M.A., Oberlin; Ph.D., Clark. *Lecturer in Geography.*
- ROBERTS, CHARLES. *Lecturer in Physical Education.*
- ROBILLARD, GEORGE M., B.S., United States Naval Academy; LL.B., St. Johns University. *Lecturer in Law.*
- ROBINSON, MYLES A., B.A., M.A., Ohio State; Ph.D., Northwestern. *Lecturer in Economics.*
- RODGERS, PHILIP R., B.S., M.S., Utah; LL.B., George Washington; Ph.D., American. *Lecturer in Political Science and Public Administration.*
- ROGERS, WILLIAM F., B.A., Arkansas. *Lecturer in Public Administration.*
- ROSENSTOCK, IRWIN M., B.S., City College of New York; M.A., Ph.D., California. *Lecturer in Psychology.*
- ROSS, MURRAY, B.S.S., City College of New York; M.A., Ph.D., Columbia. *Lecturer in Economics.*
- RUBIN, ERNEST, B.S., City College of New York; M.A., Ph.D., Columbia. *Lecturer in Statistics.*
- SACHS, SIDNEY S., B.A., American; LL.B., Georgetown. *Lecturer in Law.*
- SAMLER, JOSEPH, B.S., M.A., Ph.D., New York University. *Lecturer in Psychology.*
- SANDERS, BARKEV, B.S., State Teachers College, Massachusetts; M.A., Columbia; Ph.D., Columbia; LL.B., Georgetown. *Lecturer in Sociology and Public Welfare.*
- SAUNDERS, SARAH C., B.A., Salem College; M.A., Columbia. *Lecturer in Education.*
- SCHIFF, ERIC, Ph.D., Vienna. *Lecturer in Business Studies.*
- SEARLES, JOHN R., JR., B.A., Princeton; M.A., Wayne. *Lecturer in Sociology and Public Welfare.*
- SEELEY, JAY STEWARD, B.A., Illinois; M.A., Chicago. *Lecturer in Political Geography.*
- SEITZ, PETER, B.A., J.D., New York. *Lecturer in Economics.*
- SHARP, L. HAROLD, B.S., M.S., Ph.D., Northwestern. *Lecturer in Psychology.*
- SHERRING, VALENTINE, B.A., M.A., Lucknow (India). *Lecturer in Comparative Religions.*
- SHIELDS, CARRINGTON, B.A., Randolph-Macon Women's College; M.S., Columbia; LL.B., American. *Lecturer in Law.*
- SHIPLEY, CARL, B.S., Georgetown; LL.B., Harvard. *Lecturer in Communication.*
- SHOVER, JOHN, B.A., Oklahoma City College; M.A., Ph.D., Pennsylvania. *Lecturer in Personnel Administration.*
- SIMHA, GENEVIEVE, B.A., Antioch College; B.S. in L.S., Columbia. *Instructor in Library Science.*
- SIMMONS, WALT R., B.A., M.A., Kansas. *Lecturer in Statistics.*
- SMITH, GEORGE C., B.A., M.A., Ph.D., Washington University. *Lecturer in Economics.*
- SMITH, G. KERRY, M.A., Ph.D., Columbia. *Lecturer in Public Relations.*
- SMITH, MILTON A., LL.B., Washington College of Law. *Lecturer in Business Studies.*
- SNYDER, JOSEPH F., B.A., Nebraska Wesleyan; M.A., Northwestern. *Lecturer in Psychology.*
- SPEAR, MARY E., Livingstone Academy of Fine and Applied Arts. *Lecturer in Statistics.*
- SPENCER, DANIEL, M.A., California. *Lecturer in Economics.*
- SPITZER, EMIL G., J.U.D., Vienna; M.A., Harvard. *Lecturer in Economics.*
- STABLER, JOHN B., B.A., Missouri. *Lecturer in History.*

- STAHL, O. GLENN, B.A., Evansville; M.A., Wisconsin; Ph.D., New York. *Lecturer in Personnel Administration.*
- STEPLER, HAROLD, B.A., LL.B., George Washington. *Lecturer in Communication.*
- STEWART, DONALD D., B.A., M.A., Washington; Ph.D., Columbia. *Lecturer in Sociology.*
- STOCK, J. STEVENS, B.S., M.A., American. *Lecturer in Business Administration.*
- SUMMERFORD, BEN LONG, B.A., American; Ecole Nationale Supérieure des Beaux Arts, Paris. *Instructor in Painting.*
- SWARTHOUT, EVELYN, B.M., Kansas; Tobias Matthay Piano School, London. *Lecturer in Piano.*
- SWEETZ, ELDON E., B.S., Oklahoma A. and M. *Lecturer in Political Science and Public Administration.*
- SWIFT, CHARLES, B.S., Haverford; M.S., Purdue; Ph.D., Pennsylvania. *Lecturer in Physics.*
- SWITZER, GEORGE S., B.A., M.A., Ph.D., Harvard. *Lecturer in Biology.*
- TAMAGNA, FRANK M., Ju. Dr., University of Paris; Ph.D., Yale. *Lecturer in Economics.*
- TAUB, NORMAN, B.S., M.D., Chicago. *Lecturer in Psychiatric Nursing.*
- TAUSKY-TODD, OLGA, M.A., Cambridge; Ph.D., Vienna. *Lecturer in Mathematics.*
- TEETER, LOUIS BLAIR, B.A., Illinois; Ph.D., Johns Hopkins. *Lecturer in Communication.*
- TELLER, JAMES D., B.S., M.A., Ph.D., Ohio State. *Lecturer in Personnel Administration.*
- TENENBAUM, HENRY. *Lecturer in Economics.*
- TILLER, CARL, B.S., Concordia; M.A., Minnesota. *Lecturer in Political Science and Public Administration.*
- TILLEY, ALLIENE, B.S., Catholic University. *Lecturer in Psychiatric Nursing.*
- TODD, JOHN, B.S., Queens, Ireland. *Lecturer in Mathematics.*
- TOTH, NICHOLAS, Diploma, National Institute of Sports (Budapest). *Lecturer in Physical Education (Fencing).*
- TWOROV, JACK. *Lecturer in Art.*
- WADDELL, JAMES E., B.S., United States Naval Academy; J.D., California. *Lecturer in Law.*
- WADSWORTH, LAWRENCE W., JR., B.A., Centenary; M.A., Tulane. *Lecturer in International Relations and Organization.*
- WALD, HASKELL, B.A., Clark; M.A., Ph.D., Harvard. *Lecturer in Economics.*
- WALSH, LEE, B.A., Florida. *Lecturer in Business Studies.*
- WARBURTON, CLARK A. *Lecturer in Economics.*
- WARE, CAROLINE F., B.A., Vassar; M.A., Ph.D., Radcliffe. *Lecturer in Sociology and Public Welfare.*
- WAUGH, KARL T., B.A., M.A., Columbia; Ph.D., Harvard. *Lecturer in Psychology.*
- WAYNE, IVOR, M.A., Harvard. *Lecturer in Sociology and Public Welfare.*
- WEAVER, OLNEY S., B.S., Miami; M.S., Chicago. *Lecturer in Education.*
- WEICKHARDT, GEORGE, M.D., *Lecturer in Neurology.*
- WELLS, CARL H., B.S., Georgia; M.D., George Washington. *Lecturer in Biology.*
- WEST, HOWARD, B.S., Michigan; M.P.H., Yale. *Lecturer in Statistics.*
- WIGGINS, AUDREY, B.S., *Instructor in Physical Education.*
- WILDER, FRANK, B.S., M.S., Columbia. *Lecturer in Communication.*
- WILE, JANET, B.A., Rochester. *Lecturer in Mathematics.*
- WILHEIM, JULIAN R., B.A., LL.B., Columbia; M.A., New York. *Lecturer in Law.*
- WINSTON, CAREY, C.P.M. *Lecturer in Real Estate.*
- WOLFBEIN, SEYMOUR L., B.A., Brooklyn College; M.A., Ph.D., Columbia. *Lecturer in Statistics.*
- WOOD, WILLIAM A., B.A., Stanford. *Lecturer in Communication.*
- WOOL, HAROLD, M.S., New School of Social Research. *Lecturer in Statistics.*
- WYTHE, ZOE, B.A., M.A., George Washington. *Instructor in French and Spanish.*
- YARMOLINSKY, ADAM, B.A., LL.B., Yale. *Lecturer in Law.*
- YODEN, WILLIAM J., B.S., Rochester; M.A., Ph.D., Columbia. *Lecturer in Mathematics.*
- YOUNGDAHL, C. RICHARD, B.A., Augustina College; M.A., Fletcher School; Ph.D., Minnesota. *Lecturer in Economics.*
- ZACORIA, SAM D., Litt.B., Rutgers. *Lecturer in Journalism.*
- ZIMMERMAN, R.R., B.A. Ph.D., Greenville College. *Lecturer in Public Administration.*

III.

COURSES OF STUDY

General Information

A curriculum is an itinerary in the world of ideas. It is, as William Learned said, "nothing more or less than the actual sequence of mental acquisitions of a given mind as it makes its way through the world of ideas by which it is surrounded."

The University recommends that students plan their program of studies to achieve their degree objectives. They should not only prepare a session course plan but also a master plan projected over the number of sessions necessary to achieve their objectives. Students obtain forms for course planning from the registrar. The master program of studies includes courses selected for the current session as well as the sequence of studies to be taken in subsequent sessions to fulfill educational objectives, graduation requirements, and vocational interests. Students should keep this master plan in their Log book.

CREDIT HOURS

Most courses are offered for three hours of academic credit. A credit hour is earned by the satisfactory completion of one 50-minute class session, or two clock hours of laboratory work a week for 16 weeks or the equivalent. Arabic numbers in parentheses following descriptive course titles indicate credit hours which vary from the general pattern of three credit hours.

PROVISION FOR INTEGRATION AND INDIVIDUAL WORK

Within the general framework of the curriculum the University offers a pattern of general and special courses and programs to give orientation, integration, and opportunity for individual initiative. These are:

For Underclassmen

INTRODUCTION TO COLLEGE—a course required of all first-year students in the College of Arts and Sciences.

SOPHOMORE COLLOQUIUM—an informal optional seminar in the development of ideas.

For Upperclassmen

JUNIOR COLLOQUIUM—an informal optional seminar on the historical roots of contemporary ideas.

READING AND RESEARCH PROJECTS—individual opportunity to explore ideas outside formal courses.

3-YEAR MASTER OF ARTS PROGRAM—an upperclass program extending from the beginning of the junior year through the first year of graduate study.

WASHINGTON SEMESTER—interinstitutional honors program emphasizing seminar study, intensive field work, and group living.

INTEGRATING SEMINAR—a required course organized by departments in the College of Arts and Sciences for the benefit of students concentrating in the department.

For Graduate Students

READING AND RESEARCH PROJECTS—opportunity for intensive individual inquiry.

CASE STUDIES—opportunity for intensive individual observation, analysis, and description.

INTERNSHIPS—arrangement by which advanced students in various departments are assigned for field experience to operating agencies.

IN-SERVICE PROJECTS—arrangement by which employed students may carry forward academic study or research on clearly defined projects within the agency of their employment.

SEMINARS—demonstration of ability to use systematic methodology in the statement, analysis, and solution of a problem in partial fulfillment of the requirements for advanced degrees.

THESIS SEMINARS—original investigation of a problem in the preparation of a thesis for an advanced degree.

COURSES OF STUDY

The following pages describe the course offerings of all divisions of the University. For the convenience of students they are listed by general subject classifications. These classifications do not necessarily correspond with the departments into which the curriculum for administrative purposes is organized. Revised schedules indicating the hour, location, and instructor of each course are published by the respective divisions of the University prior to the opening of each session. Students should consult these revised session announcements for session registration.

Department Numbering System

The University assigns to each course a number which identifies the level of difficulty and indicates the department or area within a department which is responsible for the administration of the course. In the schedule which follows, department names and numbers are indicated in bold-face type, areas within departments in italics.

NUMBER	DEPARTMENT
3.	Accounting
5.	Art
7.	Art History
9.	Biology
11. and 12.	Business Studies
15.	Chemistry
17.	Communication
19.	Economics
21.	Education
23.	English and Literature
25.	Geography
27.	Geology
29.	History
31.	Professional Institutes
33.	International Relations and Organization
35.	Journalism
37.	Modern Languages
39.	Law
41.	Mathematics
43.	Music
45.	Nursing Education
47.	Philosophy
49.	Physical Education
51.	Physics
53. and 54.	Political Science and Public Administration
57.	Psychology
59.	Public Relations

NUMBER	DEPARTMENT
61.	Religion
63.	Secretarial Studies
65.	Sociology
67.	Speech and Theater
69.	Statistics
71.	Television and Radio

Level Numbering System

The level on which academic work is offered is described by a second series of three numbers as follows:

COURSES NUMBERED	LEVEL OF COURSE
001-099	non-credit courses
100-299	underclass courses
300-499	upperclass courses
500-599	graduate courses to which advanced undergraduate students may be admitted by permission
600-699	courses open only to graduate students
700-799	research courses and seminars open only to advanced graduate students

Section Identification

When the same course is offered in more than one section and in more than one division of the University, index letters indicate divisional as well as day and evening sections.

Letters F indicate certain first half session courses and S, second half session courses offered in the School of Social Sciences and Public Affairs in the fall and spring and all courses that are offered for full credit on an intensive schedule during a half summer session.

Registration Use of Numbering System

In registering, a student writes the full number, the full title, and the section designation of every course in which he enrolls.

Change in Schedule

The University reserves the right to change or cancel any scheduled course listed in this catalog.

ACCOUNTING

ALAN M. JOHNSON

Director of the Area in the

Department of Economics and Business Administration

Accounting is a basic process in American business and government. By record, analysis, and control, accounting serves as a tool of management. The program in The American University is therefore planned to prepare men who see accounting in its functional relationship, who understand the theory of economics and the organization of enterprise, who have a verbal as well as a quantitative skill to express thoughts orally and in detailed reports for the information and guidance of management, and who are aware of the heritages of modern man as well as the obligations of citizenship. Undergraduate students who select Accounting as their field of concentration must take the national accounting aptitude and achievement test level 1 at the end of their first year of accounting studies. They must also take the same test level 2 at the end of their work in accounting. The test is administered by the University during the spring session. A fee of \$5.00 for the test will be charged to all except students in full-time attendance in the session during which they take the examination.

BASIC COURSES

Accounting¹: Fact Control of Management 3.200

First half of first year accounting. Basic principles and procedures including theory of debit and credit, purpose and use of accounting and business records, special books of original entry, controlling accounts, voucher system, adjusting entries, closing the books, and preparation of financial statements through use of working papers. Accounting laboratory required. FALL. SPRING. SUMMER. Fors. Johnson. Jones. Moyer.

Accounting²: Fact Control of Management 3.201

Second half of first year principles of course. Accounting for the individual proprietorship, partnership, and corporation with emphasis on the corporation. Introduction to accounting problems and procedures related to cash, receivables, fixed assets, and analysis of financial statements. Accounting laboratory required. *Prerequisite, Accounting¹: Fact Control of Management 3.200.* FALL. SPRING. SUMMER. Fors. Johnson. Jones.

Functional Accounting 3.300

First half of second year principles of course, and last of the three introductory

courses in accounting prerequisite for further study in any area of accounting or taxes. Analysis of usefulness and limitations of accounting. Emphasis on functional aspect and managerial viewpoint. Introduction to the concept of cost accounting. Accounting laboratory required. *Prerequisite, Accounting²: Fact Control of Management 3.201, or for graduate students Use of Accounting Methods 11.400.* FALL. SPRING. SUMMER. Brower. Johnson.

INTERMEDIATE COURSES

Theory of Accounts 3.310

Second half of second year principles course, laying foundation for auditing courses. Each balance sheet account such as cash and accounts receivable considered in turn for the accounting principles, theories, and conventions applicable to each account. Emphasis on different methods of inventory valuation and depreciation accounting. Preparation of statement of application of funds. Accounting laboratory required. *Prerequisite, Functional Accounting 3.300.* FALL. SPRING. SUMMER. Brower. Fields. Johnson.

Analysis of Financial Statements 3.510

Techniques of analyzing operating statements and balance sheets and their applica-

tion to actual enterprises of various types. Analysis of financial statements as a tool of management for determining operating efficiency and for financial planning. Usefulness for creditors, investors, and regulatory agencies. Application of significant ratios to operation of different classes of business. *Prerequisite, Functional Accounting 3.300.* SUMMER. Fisher.

Accounting Laboratories

[no credit]

3.001

Supervised accounting laboratory facilities provided to assist in applications of classroom knowledge to assigned practical problems and laboratory materials. Students registered for *Accounting¹, Fact Control of Management 3.200, Functional Accounting 3.300, or Theory of Accounts 3.310* must attend laboratory meetings for a period of time equivalent to that of classroom lecture periods. FALL. SPRING. SUMMER. Staff.

COST ACCOUNTING

Cost Accounting

3.420

First course in cost accounting. Purpose and use of cost accounting and its relation to business management with emphasis on control in manufacturing operations. Consideration of the main classes of cost accounting systems, detailed study of job order and process cost procedures through use of related laboratory materials, examination of the use and purpose of cost accounting forms. *Prerequisite, Functional Accounting 3.300.* FALL. SPRING. D'Allesandro. Fields. Lewis.

Advanced Cost Accounting

3.520

Second course in cost accounting. Continuation of the study of accounting systems with special attention to standard and estimated costs supplemented by related laboratory materials and problems. Cost accounting procedures and problems applied to selling, administrative, and other expenses. Preparation and use of analytical cost summaries for business management. Consideration of uniform cost accounting system and manual. *Prerequisite, Cost Accounting 3.420.* SPRING. SUMMER. D'Allesandro. Fields. Lewis.

AUDITING

Internal Auditing for Control 3.430

First course in auditing. Internal auditing as a control aid to management. Study of internal accounting procedures used in private business organization. Verification and analysis of financial and operating reports. Organization and administration of internal auditing department as an instrument of management. *Prerequisite, Functional Accounting 3.300.* FALL. SPRING. SUMMER. Bailly. Koch. Moyer.

Auditing: Professional Practice 3.530

Second course in auditing. Auditing from the viewpoint of the professional public accountant including qualifications of the C.P.A. and the professional and ethical standards of public practice. Procedures and practices of the public accountant. Typical engagement developed by use of laboratory material followed by the auditor's report to his client. *Prerequisite, Theory of Accounts 3.310 and Internal Auditing for Control 3.430.* SPRING. Koch.

TAXES

Federal Taxes on Income, Estates, and Gifts 3.540

Determination of gross income, deductions, credits, and exemptions. Rules governing individuals, partnerships, and corporations. Use and preparation of various tax forms, assessment, and collection. Outline of administrative procedures. Social security taxes, estate, and gift taxes. *Prerequisite, six hours of accounting, Desirable background, Economics of Public Finance 19.530 or Economics of Taxation 19.531.* FALL. SPRING. Arent. Bickford.

Federal Tax Procedure 3.541

Organization of the Bureau of Internal Revenue. Audit process. Revenue agent reports. Claims for refunds. Practice before technical staff. Fraud and other penalty cases. Tax Court procedure. Federal Court practice. The statute of limitations. *Prerequisite, Federal Taxes on Income, Estates, and Gifts 3.540.* FALL. Bickford.

BUDGETING**Business Budgetary Principles and Practices 3.550**

Budgetary accounting as managerial tool for planning, coordinating, analyzing, and controlling business activity. Principles of budget preparation, forms of budgets for different aspects of business organization and for various purposes, use of the budget in practice, and budgetary reports to management. *Prerequisite, Advanced Cost Accounting 3.520.* SPRING. **Fields.**

SPECIALIZED ADVANCED COURSES**Applications of Accounting¹ 3.560**

First half of third year principles course. Specialized accounting for partnership, liquidation, statement of affairs, corporate receivership, and statements of realization and liquidation. Extensive problem materials. *Prerequisite, Cost Accounting 3.420 and Internal Auditing for Control 3.430.* FALL. **Fisher.**

Applications of Accounting² 3.561

Second half of third year principles course. Emphasis on consolidated statements and problems of inter-company accounts preceded by consideration of home and branch office accounting. Specialized accounting for estates and trusts. *Prerequisite, Cost Accounting 3.420 and Internal Auditing for Control 3.430.* SPRING. **Fisher.**

Fund Accounting 3.562

Principles of fund accounting used by federal, state, and local governments and by certain institutions operating under appropriations from either civic or private sources. Account classification of revenue and appropriated expenditures, accounting technique relative to receipts from various forms of taxation, bond issues, grants and other sources, preparation and use of budgets in controlling expenditures, appropriations and

funds, and preparation of reports. *Prerequisite, Functional Accounting 3.300.* FALL. **Mowitt.**

System Design and Installation 3.564

Systems and procedures for new and established firms. Purpose of the accounting system, designing the system and records, installation of the system, and supervision in its operation. Attention to the purpose, preparation, and use of the accounting manual. *Prerequisite, Cost Accounting 3.420, Internal Auditing for Control 3.340 and Theory of Accounts 3.310.* SPRING. **Fields.**

C.P.A. Problems 3.566

Intensive review of previous accounting courses based on problems selected from past CPA examinations. Subjects covered include partnerships, corporations, financial statements, auditing, cost accounting, insolvencies, receiverships, liquidations, consolidations, mergers, and holding companies. *Prerequisites: Advanced Cost Accounting 3.520, Auditing: Professional Practice 3.530, Applications of Accounting¹ and ² 3.560-3.561, Federal Taxes on Incomes, Estates and Gifts 3.540, and Governmental Accounting 3.562.* FALL. **King.**

Controllershship 3.680

Functions of the controller in modern business and industry including his role as a staff member of company-wide management. Interpretation of the accounting aspects of managerial problems in planning, budgeting, control, cost analysis, and finances. Potentialities and limitations of accounting control compared to control by other means. *Prerequisites, Internal Auditing for Control 3.430, Federal Taxes on Income, Estates and Gifts 3.540, Business Budgetary Principles and Practices 3.550, and nine credits in business administration other than business law.* 1952 FALL.

ART

WILLIAM H. CALFEE
Chairman of the Department

THE DEPARTMENT OF ART offers courses planned to provide intensive studio practice and a program leading to the bachelor of arts degree with concentration in art. Courses are offered in two sequences to meet the needs of two classes of students: (1) career courses for those planning for professional work in creative painting and sculpture and who are determined to spend at least four years in acquiring the understanding and manual skill necessary to express themselves in their chosen medium and (2) general courses for those who realize the enrichment and understanding of life to be gained from creative activity. The faculty does not encourage specialization during the early years of study but seeks to demonstrate that the forms of both past and present obey fundamental laws of visual perception and expression whether abstract or representational. After he has mastered fundamentals of this nature the student is encouraged to experiment, seeking the form most suitable to his own vision. Intellectual clarity is encouraged in order that he may become master of his means. The University has carefully selected a faculty of creative artists with years of teaching and professional experience. They agree fundamentally in their ideas and presentation but vary according to their own personal emphasis. The department manages its own museum, presenting changing exhibitions which afford students the opportunity to study works of art at first hand.

CAREER COURSES *

PAINTING

Creative Painting [10] 5.120-121

First course of a four-year sequence open only to first-year students who plan to continue for eight sessions. Basic and simplified theories of color, composition, and design. Structural drawing from the figure, head, landscape, and still life as sources of expressive pattern. *Prerequisite, permission of the department chairman after conference with student.* FALL. SPRING. Baker. Gates. Summerford.

Creative Painting [10] 5.220-221

Second course of the four-year sequence continuing work in *Creative Painting 5.120-121*, completion of which is prerequisite to this course. FALL. SPRING. Baker. Gates. Summerford.

Creative Painting [10] 5.320-321

Advanced theory. Emphasis on creative motivation regardless of subject matter. Student encouraged to experiment through an

* Career courses may be elected only in two session units. Classes meet Monday through Friday in the morning 9:30 a.m. to 12:30 p.m. or in the afternoon 1:30 to 4:30 p.m.

understanding of contemporary points of view. *Prerequisite, Creative Painting 5.220-221.* FALL. SPRING. Baker. Gates. Summerford.

Creative Painting [10] 5.420-421

Independent student work planned in conference with instructors. One thesis project required, the subject of which must be submitted to and approved by the departmental faculty nine months before the student expects to take the bachelor's degree. *Prerequisite, Creative Painting 5.320-321.* FALL. SPRING. Baker. Gates. Summerford.

SCULPTURE

Creative Sculpture [10] 5.140-141

First course of a four-year sequence open only to first-year students who plan to continue for eight sessions. A study of the problems and principles of the materials and concepts of sculpture. Through sketching in clay, anatomical and other research, and the handling of a resistant material—stone, plaster, wood—, student begins to understand how thought adapts itself to material. *Prerequisite, permission of the department chairman after conference with student.* FALL. SPRING. Calfee.

Creative Sculpture [10] 5.240-241

Continuation and elaboration of ideas and attitudes experienced during the first year of Creative Sculpture. *Prerequisite, Creative Sculpture 5.140-141.* FALL. SPRING. Calfee.

Creative Sculpture [10] 5.340-341

Student working increasingly on his own, develops his particular critical judgments and is encouraged to undertake problems which extend beyond his previous accomplishments. *Prerequisite, Creative Sculpture 5.240-241.* FALL. SPRING. Calfee.

Creative Sculpture [10] 5.440-441

Student chooses projects and works in consultation with instructor. *Prerequisite, Creative Sculpture 5.340-341.* FALL. SPRING. Calfee.

GENERAL COURSES ***PAINTING****Oil Painting [non-credit] 5.030**

Class designed to acquaint the student with certain structural design and color patterns existing in all good painting. Model and pose changed each class period to afford opportunity for practice in variety of techniques encouraging originality and a fresh approach. SATURDAY MORNING 10:00-12:00. *Open to any student by consent of the department faculty.* FALL. SPRING. Baker.

Introduction to Painting [2 or 3] 5.230

Survey of the basic principles of painting. Structural drawing from still life, figure, and head. *Prerequisite, written permission of the instructor.* FALL. SUMMER. Baker. Gates. Summerford.

* General courses for students desiring a program less intensive than that of the Career Courses meet three days a week in the morning, 9:30 a.m. to 12:30 p.m., in the afternoon, 1:30 to 4:30 p.m., or on two evenings a week, 8:00 to 10:00 p.m. unless otherwise indicated. Sections of painting and sculpture courses that meet in the morning or afternoon lead to three hours of academic credit. Sections scheduled in the evening lead to two hours of academic credit.

Introduction to Painting [2 or 3] 5.231

Continuation of *Introduction to Painting 5.230* [3] or [2]. SPRING. SUMMER. Baker. Gates. Summerford.

Materials [1] 5.233

Preparation of various grounds for painting in oil and tempera. Media, underpainting, glazing, emulsions for tempera. Selection and toning of frames. *Not open to first-year students.* FALL. Gates.

Intermediate Painting [2 or 3] 5.330

More advanced application of the problems undertaken in *Introduction to Painting 5.230* and *5.231*. Student follows his own preference in developing either a more abstract or non-objective approach or the more representational. *Prerequisite, Introduction to Painting 5.230 or 5.231.* FALL. SUMMER. Baker. Gates. Summerford.

Intermediate Painting [2 or 3] 5.331

Continuation of *Intermediate Painting 5.330*. *Prerequisite, Intermediate Painting 5.330.* SPRING. SUMMER. Baker. Gates. Summerford. Tworikov.

Water Color [1] 5.335

Basic principles of design, composition, and color adapted to the technique of water color. *For second year students or those with previous art training.* SPRING. Gates.

Advanced Painting [2 or 3] 5.430

Student works on problems of his own choice developed in his personal manner in conferences with the instructor. *Prerequisite, Intermediate Painting 5.331.* FALL. SUMMER. Baker. Gates. Summerford.

Advanced Painting [2 or 3] 5.431

Continuation of *Advanced Painting 5.430*. *Prerequisite, Advanced Painting 5.430.* SPRING. SUMMER. Baker. Gates. Summerford. Tworikov.

SCULPTURE**Introduction to Sculpture [2 or 3] 5.250**

Survey of the problems and principles of sculpture. Acquaintanceship with basic tools, techniques, and materials for plastic expression including modeling in clay and plaster, armature construction, and plaster casting. *Prerequisite, written permission of the instructor.* FALL. Calfee.

Introduction to Sculpture [2 or 3] 5.251

Continuation of *Introduction to Sculpture 5.250*, completion of which is a prerequisite to the course. SPRING. Calfee.

Intermediate Sculpture [2 or 3] 5.350

Further experience in the application of concepts and techniques. Experimentation with such materials as stone, wood, metal. *Prerequisite, Introduction to Sculpture 5.251.* FALL. Calfee.

Intermediate Sculpture [2 or 3] 5.351

Continuation of preceding course. *Prerequisite, Intermediate Sculpture 5.350.* SPRING. Calfee.

Advanced Sculpture [2 or 3] 5.450

Individual work towards a personal creative expression and understanding of three dimensional form. Periodic consultation with instructor. *Prerequisite, Intermediate Sculpture 5.351.* FALL. Calfee.

Advanced Sculpture [2 or 3] 5.451

Continuation of *Advanced Sculpture 5.450* which is a prerequisite to the course. SPRING. Calfee.

DRAWING**Introduction to Drawing [1] 5.260**

Drawing from the human figure with emphasis placed upon learning to see, to think, and to state rapidly ideas of movement, expression, form, and structure. *Prerequisite, written permission of instructor.* FALL. Baker.

Introduction to Drawing [1] 5.261

Continuation of *Drawing 5.260*. *Prerequisite, Introduction to Drawing 5.260.* SPRING. Baker.

Intermediate Drawing [1] 5.360

Continuation of the fundamentals of drawing. Emphasis on the growth of the student's personal vision. *Prerequisite, Introduction to Drawing 5.260.* FALL. Baker.

Intermediate Drawing [1] 5.361

Continuation of *Drawing 5.360*. *Prerequisite, Intermediate Drawing 5.360.* SPRING. Baker.

Advanced Drawing [1] 5.460

Experiments in the creative and emotional quality of drawing. Development of a personal creative expression. *Prerequisite, Intermediate Drawing 5.361.* FALL. Baker.

Advanced Drawing [1] 5.461

Continuation of *Advanced Drawing 5.460*. *Prerequisite, Advanced Drawing 5.460.* SPRING. Baker.

Introduction to Drawing: The Nicolaides Approach [1] 5.265

First year's work in the Nicolaides exercises directed to increasing the student's visual powers. Concentrated attention to one aspect of vision at a time by means of special studies of motion, contour, and volume. By this means student learns his strengths and weaknesses while simultaneously increasing his general visual sensitivity. FALL. SUMMER. Blanc.

Introduction to Drawing: The Nicolaides Approach [1] 5.266

Continuation of *Introduction to Drawing 5.265*. *Prerequisite, Introduction to Drawing: The Nicolaides Approach 5.265.* SPRING. Blanc.

Intermediate Drawing: The Nicolaides Approach [1] 5.365

After the concentrated studies have been mastered individually in *Introduction to Drawing 5.265* and *5.266*, student pursues

further exercises to bring about their union in a single drawing. *Prerequisite, Introduction to Drawing 5.266.* FALL. SUMMER. Blanc.

Intermediate Drawing: The Nicolaides Approach [1] 5.366

Prerequisite, Intermediate Drawing: The Nicolaides Approach 5.365. SPRING. Blanc.

Upperclass Reading Project 5.390

Advanced Drawing: The Nicolaides Approach [1] 5.465

Having gone through concentrating, then synthesizing exercises the student works toward achieving individual and personal expression. *Prerequisite, Intermediate Drawing: The Nicolaides Approach 5.366.* FALL. Blanc.

Advanced Drawing: The Nicolaides Approach [1] 5.466

Prerequisite, Advanced Drawing: The Nicolaides Approach 5.465. SPRING. Blanc.

Upperclass Research Project 5.490

RESEARCH AND SPECIAL PROJECTS

*** Art Lectures [3] 5.500**

Candidates required to attend approximately 30 lectures given during Washington art season at the National Gallery of Art, the Freer Gallery of Art, the Dumbarton Oaks Research Library, the Corcoran Gallery of Art, Phillips Gallery, and other art centers. Attendance at these lectures provides data to allow criticism by the student as to whether

this type of presentation of art to society is valid. Student takes notes, makes criticism, criticises critics' comments as well as expands his intellectual background.

*** Graduate Reading Project 5.590**

*** Graduate Research Project 5.690**

*** Graduate Art Laboratory Work [6] 5.692**

Student masters language by which he communicates his ideas. The painter's language is design and color, the only means by which he can give significance to his illustrative materials or interpret it to others. Each candidate required to paint two works showing his awareness of contemporary social problems. The student is expected to spend at least 15 hours a week in the graduate art laboratory.

*** Thesis Research [6] 5.799**

The thesis, prepared according to the general regulations of the graduate division, must deal primarily with some aspect of creative art, old or new, and may be based on the work of individual artists, or of schools, or of trends in art; or it may deal with any of the technical or aesthetic problems which confront the painter. Approach may be historical, analytical, or synthetic. Social or scientific background of the subject must be adequately investigated and lucidly considered in the text.

* Courses offered as required for candidates for the master of arts degree for graduate art students who wish to study the interaction of art and society. Courses are planned and supervised jointly by the department of art and the dean of the graduate division.

ART HISTORY

ANDREW S. KECK

Director of the Area in the Department of Art

The University offers courses in the history of art designed to enable students (1) to lay an intelligent foundation for understanding and enjoying works of architecture, sculpture, and painting, (2) to learn to read man's past and present modes of interpreting experience through the language of art forms, (3) to develop a sense of historical perspective, (4) to acquire an appreciation of the significance of art in past and present civilizations, and (5) to integrate and illuminate the values and ideas explored in other academic studies. Students in the history of art courses have the advantage of relating their studies to the original works of art in the great collections in and about Washington. An undergraduate student may combine a concentration of 24 credit hours in the history of art with a minimum of 12 credit hours in painting and sculpture as preparation for a career as museum specialist or studio instructor familiar with art history.

* Survey of Art: Ancient and Medieval 7.200

Illustrated historical introduction to the architecture, sculpture, and painting of the ancient Mediterranean world and of medieval Europe. Art presented as an expression and record of man's major beliefs and ideas. FALL. Keck.

* Survey of Art: Renaissance and Modern 7.201

Architecture, sculpture, and painting of Europe and of the United States viewed against the background of social and scientific developments since the Fifteenth Century. SPRING. Keck.

* Analysis of Art Forms¹ 7.210

An analysis of outstanding works of architecture and sculpture as three-dimensional forms in space and in light. Investigation of physical problems of the artist by simple exercises calling for no previous training and no particular aptitude on the part of the student. 2 hours of lecture and 2 hours of laboratory or field work each week. 1951 FALL. Svendsen.

* Analysis of Art Forms² 7.211

Analysis of the means of expression and

¹ Either Survey of Art: Ancient and Medieval 7.200 and Survey of Art: Renaissance and Modern 7.201 or Analysis of Art Forms 7.210 and Analysis of Art Forms 7.211 are prerequisite to all subsequent courses in the history of art with the exception of Art in the United States: To 1870 7.504.

composition in painting and in low-relief sculpture through classroom presentation and laboratory investigation. Objective of laboratory work is not as in studio courses to train artists, but rather to give the student a direct understanding of the practical problems of creating in two-dimensional media. 2 hours of lecture and 2 hours of laboratory or gallery work each week. 1952 SPRING. Svendsen.

Ancient Art 7.300

Ancient Mediterranean civilizations studied through the language of the visual arts: architecture, sculpture, and painting. Emphasis on the cultural achievements of classical Greece. 1952 FALL AND ALTERNATE YEARS. Keck

Medieval Art 7.301

Clarification of the Christian view of experience in Western Europe and in the Byzantine Empire through the visual record of architecture and attendant arts. 1953 SPRING AND ALTERNATE YEARS. Keck.

Renaissance Architecture and Sculpture 7.400

An interpretation of the influence of humanism and individualism through an analysis of European art between the years 1400 and 1700. 1951 FALL AND ALTERNATE YEARS. Keck.

Modern Architecture and Sculpture **7.401**

An inquiry into the modern realistic attitude toward life based on a critical examination of art in Europe and the United States. 1952 SPRING AND ALTERNATE YEARS. **Keck.**

Renaissance Painting **7.500**

Study of the major works of Italian Renaissance and Baroque painters and of El Greco, Poussin, Rembrandt, Rubens, and Velasquez with due attention to original works in the National Gallery of Art. FALL. **Svendsen.**

Modern Painting **7.501**

Examination of the aims and accomplishments of painters in Europe from 1700. Attention to original works in Washington galleries. SPRING. **Svendsen.**

Art in the United States: To 1870 **7.504**

Survey of the architecture, sculpture and painting of the United States from earliest Colonial times to about 1870 viewed against European influences and against the historical and social background. FALL. **Svendsen.**

Art in the United States: From 1870 **7.505**

Evaluation of the contributions and limitations of American art since 1870 during the period characterized by a search for a new style in architecture, sculpture, and painting. SPRING. **Svendsen.**

RESEARCH AND SPECIAL PROJECTS

Underclass Reading Project **7.390**

Underclass Research Project **7.490**

BIOLOGY

STEPHEN P. HATCHETT
Chairman of the Department

THE DEPARTMENT OF BIOLOGY (1) introduces the student to scientific procedures for the study of vital processes in plants and animals, (2) demonstrates the physiological bases of human relationships, (3) offers curriculums required for entrance into graduate, medical, dental, and veterinary schools, and (4) provides the studies required for specialization in medical technology, wild life, conservation, horticulture, teaching biology in secondary schools, and other similar careers. Small classes of limited enrollment make possible intimate teacher-student relationships and encourage intellectual initiative and scientific research. The wooded campus provides opportunity for the study of a wide variety of plants and animals in their natural surroundings. Two greenhouses and an animal house provide materials for primary study and experimentation. Important field trips are made to the National Museum of Natural History, the National Zoological Park, the Botanic Gardens, the Medical Research Centers and Hospitals of the United States Army and Navy, the National Institute of Health, the Department of Agriculture and its nearby experimental stations, and the aquarium located in the Department of Commerce. Field trips are also made to locations considered important for the study of flora and fauna.

Human Biology

9.100

Nature of living organisms. The development and functions of man with special attention to the nervous system, growth, maturity, and health. A course introductory to the study of the social sciences. No laboratory. FALL. SUMMER. Hatchett.

General Zoology [4]

9.110

Structure, function, development, heredity, and evolution of animals. Field trips and museum assignments. *2 hours of lecture, 1 hour of recitation, 4 hours of laboratory.* SPRING 1952. FALL 1952. Hatchett.

General Botany [4]

9.111

Structure, function, and development of a typical flowering plant. Survey of plant kingdom. Study of the campus woodland; field trips; observation at the National Botanic Garden. *2 hours of lecture, 1 hour of recitation, 4 hours of laboratory.* FALL 1951. SPRING 1953. Knippling.

Human Anatomy and Physiology [4]

9.115

Structure and functions of the human body with special reference to the integumentary, skeletal, muscular, circulatory, and respiratory systems. *3 hours of lecture, 4-hour laboratory.* Course primarily for student nurses as well as students in physical education and psychology. FALL. McCausland.

Human Anatomy and Physiology ² [4]

9.116

Structure and function of the human body with special reference to the digestive, urogenital, endocrine, and nervous systems. *Prerequisite, Human Anatomy and Physiology 9-115.* SPRING. McCausland.

Comparative Vertebrate Anatomy [4]

9.200

Comparative anatomical study of the organ systems of animals representing the classes of vertebrates. *Prerequisite, General Zoology 9-110 and General Botany 9-111.* Course required of students preparing for admission to medical and dental schools. *3 hours of lecture, 4 hours of laboratory.* FALL. McCausland.

General Bacteriology [4]

9.205

Bacteria and their relationship to human welfare. Culture methods; principles of sterility; aseptic techniques. *Prerequisite, General Zoology 9-110, General Botany 9-111; 2 sessions of General Chemistry 15-110 and 15-111 strongly recommended.* *2 hours of lecture, 4 hours of laboratory.* SPRING. Knippling.

Plant Anatomy [4]

9.207

Comparative study of the structure of vascular plants with emphasis on seed plants. Microscopic study of the tissues of mature

and developing roots, stems, leaves, flowers, fruits, and seeds. *Prerequisite, General Botany 9-111. 2 hours of lecture, 4 hours of laboratory.* 1951 FALL AND ALTERNATE YEARS. **Knipling.**

Plant Taxonomy [4] 9.208

Classification principles of vascular plants followed by study of important families of flowering plants. Extensive field work, collecting, identifying, and mounting of specimens. Field trips to National Herbarium, National Arboretum, National Botanic Garden, and municipal parks. *Prerequisite, General Botany 9-111. 2 hours of lecture, 4 hours of laboratory.* 1952 SPRING AND ALTERNATE YEARS. **Knipling.**

Dendrology [4] 9.209

Identification under field conditions of native trees and shrubs. Consideration of commercial woods. *Prerequisite, General Botany 9-111. 2 hours of lecture, 4 hours of laboratory.* 1952 FALL AND ALTERNATE YEARS. **Knipling.**

General Entomology [4] 9.300

Morphology, life history, classification, and economic importance of insects. *Prerequisite, General Zoology 9-110 and General Botany 9-111. 2 hours lecture, 4 hours of laboratory.* 1952 SPRING AND ALTERNATE YEARS. **Hatchett.**

Biogeography [3] 9.301

World distribution of organisms and bases for such distribution. Vegetation in the United States. Climate, physiography, and geology in relation to distribution. Field Trips. *Prerequisite, General Zoology 9-110 and General Botany 9-111.* 1951 SPRING AND ALTERNATE YEARS. **Staff.**

Plant Ecology [4] 9.302

The plant in its environment. Principles of plant succession; extensive field study of stream and slope succession toward a climax forest. Role of plants in the production of soil and in the preservation and fertility of the land. Field trips including experience at the United States Weather Bureau and the Bureau of Soil Conservation. *Prerequisite,*

site, General Botany 9-111. 2 hours of lecture, 4 hours of laboratory. 1951 SPRING AND ALTERNATE YEARS. **Knipling.**

Invertebrate Zoology [4] 9.304

Morphology, physiology, and evolutionary relationship of invertebrate animals. *Prerequisite, General Zoology 9-110 and General Botany 9-111. 2 hours of lecture and 4 hours of laboratory.* FALL. **Hatchett.**

Field Zoology [4] 9.305

Field study of local animal forms and of their adaptation, geographical distribution, behavior, and relationship to environment. *Prerequisite, General Zoology 9-110 and General Botany 9-111. 2 hours of lecture, 4 hours of laboratory and field work.* 1953 SPRING AND ALTERNATE YEARS. **Hatchett.**

Clinical Laboratory Methods [4] 9.306

Technics utilized in a clinical laboratory. Course planned primarily for students planning for careers in medical technology. *Prerequisite, General Zoology 9-110, General Botany 9-111, General Bacteriology 9-205, 2 sessions of General Chemistry 15-110 and 15-111. 2 hours of lecture, 4 hours of laboratory.* SPRING 1951 AND ALTERNATE YEARS. **Carroll.**

Clinical Laboratory Practice [7] 9.307

Six month apprentice experience in laboratory of a hospital affiliated with the University in its medical technology program. *Prerequisite, permission of chairman of department and laboratory director.* Offered to meet needs of students. **Hunter and staff.**

Advanced Clinical Laboratory Practice [7] 9.308

Advanced study through six months of additional hospital laboratory practice beyond that provided in Clinical Laboratory Practice 9-307. *Prerequisite, satisfactory completion of Clinical Laboratory Practice 9-307 and recommendation of the laboratory director to the chairman of the department.* Offered to meet needs of students. **Hunter and staff.**

Plant Physiology [4] 9.400

Plant function in relation to structure and environment. Individual and group experiments carried on in departmental green-houses as well as in laboratory. Field trips to Bureau of Plant Industry, United States Agricultural Experiment Stations, and the United States Weather Bureau. *Prerequisite, 4 hours of botany and 8 hours of chemistry. 2 hours of lecture, 4 hours of laboratory.* 1951 FALL AND ALTERNATE YEARS. **Knipling.**

Genetics [4] 9.401

Principles of heredity and variations in animals and plants. Laboratory experiments and problems in breeding to illustrate Mendelian laws. *Prerequisite, General Zoology 9-110 and General Botany 9-111. 2 hours of lecture, 4 hours of laboratory.* 1953 SPRING AND ALTERNATE YEARS. **Hatchett.**

Vertebrate Embryology [4] 9.402

Mechanics of development. Formation of germ cells, fertilization, cleavage of the fertilized egg, morphogenesis, and later development of the frog, chick, and pig. *Prerequisite, Human Anatomy and Physiology 9-116 or Comparative Vertebrate Anatomy 9-200. 3 hours of lecture, 4 hours of laboratory.* 1953 SPRING AND ALTERNATE YEARS. **McCausland.**

Histology [4] 9.403

Microscopic structure of the tissues and organs of representative mammals including man. *Prerequisite, General Zoology 9-110, Human Anatomy and Physiology* 9-116, or Comparative Vertebrate Anatomy.* 2 hours of lecture, 4 hours of laboratory. 1951 FALL AND ALTERNATE YEARS. **Carroll.**

Histological Technics [4] 9.404

Fundamental technics involved in the preparation of microscopic slides of both plant and animal tissues. Advanced studies in histology. *Prerequisite, Histology 9-403. 2 hours of lecture, 4 hours of laboratory.* 1952 SPRING AND ALTERNATE YEARS. **Carroll.**

Parasitology [4] 9.406

Parasites and their relationships to disease and human welfare. Life histories, mor-

phology, identification, and parasitological preparations. *Prerequisite, permission of instructor. 2 hours of lecture, 4 hours of laboratory.* 1952 FALL AND ALTERNATE YEARS. **Hatchett.**

Comparative Physiology [4] 9.410

Advanced study of the fundamentals of physiology applicable to all protoplasm considered from a comparative point of view. *Prerequisite, 16 hours of biology and 2 sessions of General Chemistry 15-110 and 15-111. 2 hours of lecture, 4 hours of laboratory.* 1953 SPRING AND ALTERNATE YEARS. **McCausland.**

Advanced Biological Studies [4] 9.420

Introduction to research provided for competent students in field of special interest related to professional careers.

- A. Advanced Vertebrate Zoology
- B. Natural History of Vertebrates
- C. Advanced Invertebrate Zoology
- D. Natural History of Invertebrates
- E. Bio-Ecology
- F. Advanced Bacteriology
- G. Systematic Botany
- H. Plant Pathology
- I. Economy Botany
- J. Biology for Teachers
- K. Ornithology

Prerequisite, permission of the chairman of the department. Staff.

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project 9.390****Upperclass Research Project 9.490****Integrating Seminar [1] 9.491****Beta Beta Beta**

Membership in the Alpha Upsilon chapter of Beta Beta Beta national honorary biological fraternity is a much coveted award for outstanding scholarship in the Department of Biology. In addition to recognizing excellency, the chapter annually sponsors eight public lectures on general biological topics. Every other year it plays host to science students of the Washington area. The 10th Biennial Science Show will be sponsored during the spring of 1952.

Woods Hole Study

The department urges all students concentrating in biology to spend at least one summer at a marine biological station. Each year the department awards a scholarship for study at the Marine Biological Laboratory located at Woods Hole, Massachusetts, to the student completing the junior year who

shows the greatest aptitude for biological research.

Medical Technology

The department issues a special announcement describing the program in medical technology and the requirements for professional certification.

BUSINESS STUDIES

NATHAN A. BAILY

*Director of the Division in the Department of Economics
and Business Administration*

The curriculum in business studies represents an orientation to the structure of the economy and to the organization and management of business and industry. The program develops an understanding of and proficiency in the operations of business in a private enterprise system.

BASIC COURSES

Elements of Business Research 11.300

Training in techniques of business research. Sources of business information, analysis and organization of data, writing business reports. *Required for undergraduates majoring in Business and Industrial Management, Advertising, or Banking.* FALL. SPRING. SUMMER. Dodder. Fields.

Business Law¹: Contracts and Agency 11.301

Legal concepts and functions. Federal and State court systems. Legal phraseology; elementary legal bibliography. Elements of law of contracts and agency. FALL. SPRING. SUMMER. Carnduff. Fletcher.

Business Law²: Negotiable Instruments and Business Organizations 11.302

Functions, form, and content of commercial paper. Selected illustrative cases. Elementary law of partnerships, corporations, and trusts. *Prerequisite, Business Law¹ 11.301.* FALL. SPRING. SUMMER. Carnduff. Fletcher.

Business Law³: Bailments, Sales, and Property 11.303

Principles of bailments. Law of sales and sales contracts. Elements of the law of personal property and real property. Terminology involved in transfers of real property. *Prerequisite, Business Law¹ 11.301.* FALL. SPRING. SUMMER. Carnduff. Raysor.

Use of Accounting Methods 11.400

Survey of accounting methods and procedures for non-specialists in Accounting. Emphasis on use of accounting as a tool of administration in business and government and as an aid in financial analysis and business and economic research. FALL. SPRING. Ketchum.

Business Organization and Administration 11.401

Principles of business administration involved in managing an enterprise. Organizational patterns. Management controls. Business planning. Primarily for M.B.A. degree candidates whose undergraduate field of concentration was *not* business administration and for students interested in a broad overview of business. FALL. SPRING. SUMMER. Fields. Levin.

Personal Finance 11.402

Means of solving personal financial problems. Sources of personal financial information. Financing home ownership, purchases of automobiles, medical care. Borrowing: sources, costs, advantages and disadvantages. Savings institutions. Introduction to investments, insurance, taxes. Setting up a trust fund. Making a will. FALL. Cohen.

BUSINESS MANAGEMENT

Management of Small Business 11.410

Application of general management principles to operation of small business. Aids to efficient management; sources of information. Attention to specific operating problems for students interested in establishing

their own business and for proprietors of small businesses. *Prerequisite, Business Organization and Administration 11.401.* SPRING 1953 AND ALTERNATE YEARS. **Levin.**

Business Budgeting and Executive Control 11.510

Budgetary control as a managerial tool in planning, coordinating, and analyzing business activity. Procedures for formulating accurate sales forecasts. General principles and chronology of preparing inventory, production, promotion, cash budgets. Management case problems illustrating the use of budgeting as an effective guide and control of business operations. FALL. SPRING. SUMMER. **Fields.**

Business-Government Relationships 11.511

How the individual business man expresses his views and demands to governmental bodies and agencies. How business organizations determine membership views and adopt policy decisions on business-government relationships. Industry recommendations. How business groups cooperate, advise, and assist government with particular reference to problems created by the defense mobilization program. SPRING. SUMMER. **Milton A. Smith.**

Economic Analysis in Business 11.512

Economic analysis as a tool of business management. Enterprise economics: adjustment of prices and output volumes to varying market conditions; marginalist foundations; non-marginalist aspects; competition and monopoly. Elements of capital goods economics. Economics of cost accounting in times of changing price levels. Selected problems in theory of expansive investment and capital budgeting. *Required of Master of Business Administration degree candidates. Prerequisite, basic courses in accounting, economics and statistics.* FALL. **Schiff.**

Business Forecasting 11.513

Theoretical tools for appraising the economic outlook. Analysis of cyclical fluctuations, leads and lags in economic indicators, patterns of relationship in strategic segments of the economy, secular movements,

alterations in the level and structure of the national income. Prognostic values and limitations of pure theory, statistics and institutional studies. *Prerequisite, Economic Analysis in Business 11.512.* SPRING. **Ulmer.**

INDUSTRIAL MANAGEMENT

Introduction to Management Engineering 11.520

Scope, history, and functions of management engineering. Types of management engineers. Training and experience essential to successful careers in management engineering. *Prerequisite, advanced work in business administration.* SPRING. **Gill.**

Performance Standards and Measurement 11.521

Establishment of standard methods of operation. Measurement of efficiency. Motion study. Time standards. Utilization of performance standards for production planning. *Prerequisite, Personnel Management In Industry 11.470.* Fall 1952 and alternate years.

ADVERTISING

Principles of Advertising 11.430

Advertising approach to marketing problems. Company case histories utilized to show advantages and limitations of advertising as a managerial tool. Campaigns broken down into elements: budget, product, and consumer studies, media selection, copy, layout, production, scheduling, and testing. *Prerequisite, Marketing Organization 12.410 or permission of instructor.* FALL. SPRING. SUMMER. **Hippen. Dobrow.**

Sales Promotion 11.530

Methods and devices used by business firms to increase effectiveness of the demand created by merchandising, mass advertising, and personal selling activities. Emphasis on sales promotion techniques which aid students to develop their individual selling abilities. *Prerequisite, Principles of Advertising 11.430 or equivalent.* FALL. SPRING. SUMMER. **Hippen. Bell.**

Advertising Copy 11.532

Principles involved in writing advertisements to stimulate demand. Distinctive

problems of various types of advertising copy analysed and methods of copy testing evaluated. Practice in copy writing. *Prerequisite, permission of instructor.* 1952 SUMMER. 1953 SPRING. **Dobrow.**

Advertising Layout and Production 11.533

Arrangement of headlines, copy, and illustrations to achieve balance, gaze motion, distinctiveness, and legibility. Type, paper and production processes. Practice in visualizing, laying out, scheduling, and producing newspaper, magazine, direct mail, and point-of-sale advertisements. FALL 1952 AND ALTERNATE YEARS.

Media 11.535

Selection and use of all advertising media except television, radio, and direct mail. Operations and functions of newspaper and magazine advertising departments. Scheduling requirements, methods of evaluation, rate structures. 1953 SUMMER. **Hippen.**

Direct Mail Selling 11.536

Principles and practices of direct advertising. When and how to use direct mail selling. How to program, prepare, and buy direct mail pieces. Postal regulations. FALL. **Nauheim.**

Retail Advertising 11.537

Characteristics and problems of retail store advertising. Advertising department organization. Media selection and budgeting. The newspaper advertisement, preparation of headlines and copy; elements of production; evaluation methods. Analyses of current retail advertising. Supplemental media. *Prerequisite, Sales Promotion 11.530 or permission of instructor.* 1953 SUMMER. **Dobrow.**

National Advertising 11.538

Advertising industrial and consumer goods and services on a national scale. Students function as an advertising agency or manager in planning and recommending effective advertising. Methods of implementing advertising plans and coordinating them with other selling efforts. *Prerequisite, Retail Advertising 11.538.* **Edelson.** Not given in 1952-3.

Advertising Management 11.630

Analysis of management, finance, and accounting functions in advertising. Long range planning. Advertiser-agency relationships. Personal work control methods. Merchandising of advertising programs. *Prerequisite, practical experience in advertising or sales promotion or permission of instructor.* 1952 FALL. **Edelson.**

INSURANCE

Life Insurance¹ 11.560

Fundamental principles, analysis of companies, contracts, and costs to policyholders. Premium computation, valuation, apportionment of surplus. State regulations, laws, and judicial decisions affecting life insurance. Course preparatory for Part A of the Chartered Life Underwriter's examination. 1952-3 FALL. **Link.**

Life Insurance² 11.561

Fundamental principles of life insurance dealing with estate planning and group life insurance. Methods of computing mortality tables, premiums, and reserves. History of life insurance. Role of life insurance in the economic development of the United States. Course preparatory for Part A of the Chartered Life Underwriter's examination. Open to students who have not had Life Insurance.¹ 1953 SPRING. **Link.**

Property Insurance 11.562

Fundamental principles. Types of insurance organizations. Reinsurance. Analysis of contracts and insurable interest. Endorsements: clauses and forms; insuring consequential loss. Loans, adjustments, and settlements; rates and reserves. Ocean and inland marine insurance. 1952 SUMMER. **Dodder.**

Casualty Insurance 11.563

Insurance against legal liability and property damage. Analysis of various coverages of general liability, automobile, and aviation insurance and the Rating Procedure. Insurance against dishonesty; theft insurance; fidelity and surety bonds; credit and title insurance. 1952 SUMMER. **Dodder.**

PERSONNEL MANAGEMENT**Personnel Management in Industry 11.470**

Human relations in industry; development of personnel management. Recruitment, selection, training, promotion, and transfer. Morale and discipline policies. Procedure in personnel records and research, health and safety. Human engineering and management efficiency. FALL. SPRING. Levin.

Wage Administration and Job Evaluation 11.570

Bases for efficient administration of wages and salaries, job description, job specification. Dictionary of occupational titles, types of wage payment. Incentive and bonus plans, overtime, shift differentials, merit rating. Job evaluation and job classification. Legislation and wage administration. SPRING. Levin.

Labor Relations and Collective Bargaining 11.571

Development of labor as an institutional group. Impact of labor relations on the economy. Employer-union relationships in modern industry, collective bargaining, negotiation and administration of contracts. Union-management conflict and cooperation. Conciliation, mediation, and arbitration. Government regulation of labor relations. SPRING. SUMMER. Kovarick. Levin.

Supervision in Industry 11.572

Essentials of effective supervision. Responsibilities and authority of supervisory personnel. Communication with employees and management. Instruction of new workers; promotions, discharges, and transfers; job improvement and safety. Administration of union contracts. FALL. Daly.

REAL ESTATE**Fundamentals of Real Estate 11.480**

Basic economics, history, and ethics of the real estate business. Role of real property in economic life. Real estate terminology. Transfer of real property, real estate markets, construction and building, home ownership. SPRING. Phillips. Aiken.

Real Estate Practice 11.580

Practical operations of the real estate brokerage business. Law of agency, contracts, leases, deeds of trust, mortgages, conveyancing, settlements. Development of listings, tenants, and buyers. Salesmanship and advertising. FALL. Phillips.

Real Estate Law 11.581

Legal aspects of real estate transactions designed for non-lawyers. Current practices and requirements in acquisition, encumbrance, and transfer of real property. Rights and obligations of the parties in sales transactions. The mortgage, deed of trust, and other liens. Easements and incorporeal interests in land. General survey of real property law and analysis of important cases and statutory provisions. FALL. SUMMER. Prothro.

Real Estate Management 11.582

Nature of property management. Evolution as a specialized branch of real estate operations. Management of commercial and dwelling units, neighborhood analysis, tenant selection, maintenance and repair, public relations. SPRING. Winston.

Home Building 11.583

Stages in construction of a home. Site selection and acquisition. The architect's duties and responsibilities. House design, types of architecture, building codes, and permits. Materials of construction. Setting and landscaping. Costs and financing. Selection of the builder, building contracts and bonding. What to look for in a finished house. *Prerequisite, Fundamentals of Housing 65.566 or Fundamentals of Real Estate 11.480.* FALL. Bien.

Mortgage Financing 11.584

History of mortgage lending. Evaluation of loan applications, property appraisal. Underwriting the mortgage risk, selling the loan, correspondent-investor relationships. Construction loans. Government mortgage financing. Closing and servicing loans. New mortgage business. FALL. Winston.

Urban Land Economics 11.587

Basic principles of utilization, valuation, financing, taxation, and control of urban land

with their relationship to community development. 1953 SPRING AND ALTERNATE YEARS.

Real Estate Appraisal¹ 11.680

Principles of real property valuation. Physical appraisal of private dwellings, apartments, commercial property. Mathematics of appraising. Qualifications of the appraiser. *Prerequisite, 12 hours of work in real estate courses. American Institute of Real Estate Appraisers fee for all students [includes assigned books]: \$30.00. Total charge: \$66.00. 1952 SPRING. Mack.*

Real Estate Appraisal² 11.681

Application of principles of appraisal. Field work involving actual appraisal of different types of property followed by classroom analysis and discussion. *Prerequisite, Real Estate Appraisal¹ 11.680. 1952 SUMMER. Mack.*

MARKETING

Marketing Organization 12.410

Activities involved in distribution of goods to consumers. Structure and significance of marketing institutions. Buying motives of individual and industrial consumers; factors affecting their demand for goods. Marketing policies and practices. FALL. SPRING. *Fields. Levin.*

Principles of Marketing¹: Institutions 12.411

General nature of the marketing process. Principal economic and business concepts employed in marketing. Analysis of activities and institutions required in marketing various types of commodities and reasons for existing channels of distribution. Social and economic factors and trends affecting marketing of goods. FALL. *Riggleman.*

Principles of Marketing²: Problems 12.510

Marketing and costs of distribution. Relationships of marketing to prices, volume of production, and maintenance of competition. Role of the consumer. Elements of marketing efficiency. Merchandising, margins, and expenses. Cooperatives and Trade

Associations. Governmental policies. *Prerequisite, Principles of Marketing¹ 12.411. SPRING. Levin. Riggleman.*

Market Analysis 12.511

Problems of isolating, measuring, and appraising factors conditioning size and character of markets for a specific commodity. Organization and functions of a market research project. Market analysis procedure. Sampling techniques, preparation of questionnaires, and planning field surveys. Actual case studies utilized. *Prerequisite, Marketing Organization 12.410 and Fundamentals of Statistics 69.200. FALL. SPRING. Knezevich. Robinson.*

Distribution Cost Analysis 12.512

Use of marketing data as management tools to reduce distribution costs and increase selling efficiency. Techniques of analyzing distribution costs and profits by products, customers, and territories. Effect of distribution costs on the over-all position of the firm. *Prerequisite, Market Analysis 12.511. 1952-3 FALL AND ALTERNATE YEARS. Levin.*

Sales Management 12.514

Organization of the sales department. Qualifications and duties of the sales manager. Recruitment, selection, and training of salesmen. Planning and conducting sales campaigns. Sales trend studies; sales forecasts. Sales cost and control. Offered with the cooperation of the Washington Sales Executives' Club. FALL. *Barcy.*

Marketing Policies 12.612

Problem approach to marketing at the level of policy determination and planning. Pricing policies. Selection of distribution channels and territories. Competition; government controls. Organization and direction of sales campaigns. Marketing tools of management. 1953 SPRING AND ALTERNATE YEARS. *Robinson.*

RETAILING

Principles of Retailing 12.420

Procurement and distribution of merchandise by retailers. Types of retail organizations. Consumer economics from the re-

tailor's viewpoint. Retail buying. Pricing policies. Planning and control. Legal regulations. FALL.

Retail Salesmanship 12.421

Intensive course designed to develop skill in aiding customers in their purchase of goods. Analysis of buying motives; effective retail selling techniques; characteristics of efficient sales personnel. Selling as a career; opportunities in the retail field. SPRING. **Nauheim.**

Fashion in Retailing 12.520

Fashion principles and procedures used in the selection, promotion, and selling of merchandise in retail stores. Fashion as a social force; its effect on consumers, manufacturers, and retailers. Survey of current fashions and the work of prominent designers. Fashion as a career; evaluation of employment opportunities for men and women. 1953 SPRING AND ALTERNATE YEARS. **Walsh.**

Retail Buying and Merchandising 12.521

Pre-buying preparation; techniques of selecting new lines; merchandise selection; ordering. Resident buying. Merchandising and its relation to buying. Merchandise planning and budgeting; merchandising and sales promotion. 1952 SPRING. **Green.**

Mathematics of Merchandising 12.522

Interpretation of operating figures and their application in the management of a selling department. Paper work of receiving and marking; payment of invoices; inventory planning, and control of sales, stocks, purchases, and markdowms. Special emphasis to the retail method of inventory and its uses as a merchandising tool for computation of profits. FALL. **Neff.**

Management of Merchandising Departments 12.523

Merchandising departments in large, medium, and small department and specialty stores: organization and functions. Responsibilities and functions of department heads, training of personnel, merchandise and personnel budgeting, analysis of a department's performance from operating reports, con-

trol and balance of stock, techniques of buying and determining customer needs, how to plan a sales promotion. FALL. **Clements.**

RESEARCH AND SPECIAL PROJECTS

Institute on Employee Communication (No Credit) 31.001

Problems in employee communication. Principles of communication, media for industrial communication, group relations analysis, employees' opinion surveys. Opportunities for student discussion and exchange of ideas. FALL. **Hippen. Stock.**

Business Management for Laundry Managers¹ (No Credit) 31.003

Technical management of laundry operations such as washroom practice, washroom chemistry, washing materials, and formulae. Extracting, tumbling, pressing, and ironing. Offered with the cooperation of the District of Columbia Institutional Laundry Managers Association and the Laundry-Dry Cleaning Association of the District of Columbia. FALL. **Levin.**

Business Management for Laundry Managers² (No Credit) 31.004

Administrative management of laundry operations. Production management and control. Economic operation and maintenance of equipment. Stockroom management. Controls on cost and inventory. Traffic Management. Personnel administration and human relations. Offered with the cooperation of the District of Columbia Institutional Laundry Managers Association and the Laundry-Dry Cleaning Association of the District of Columbia. SPRING. **Levin.**

Institute on Hotel Management (No Credit) 31.002

An institute to provide hotel personnel with: (1) a training in hotel operation and management that will increase their efficiency and prepare them for positions of greater responsibility; and (2) a knowledge of current trends and problems in the hotel industry. FALL. **Bogan. Hippen.**

Seminar in Business Administration 12.710

Thesis Seminar in Business Administration 12.799

CHEMISTRY

LEO SCHUBERT

Chairman of the Department

THE DEPARTMENT OF CHEMISTRY offers courses of study (1) to provide experience in scientific habits of thought and laboratory exercises in scientific method, (2) to relate chemistry to the problems of human living and general welfare, (3) to complement studies in related fields, and (4) to prepare students for graduate study and careers in chemistry. A student concentrating in the department should acquire a reading knowledge of German and French or Russian early in his program so that he can use the language in his upperclass and graduate studies. The student should elect in his underclass years mathematics through differential and integral calculus, physics, and biology, and enough courses in writing and speech to prepare him to present well-organized and competent reports. The program of the department is planned to meet the standards of the Committee on Professional Training of the American Chemical Society.

Physical Science: Matter 15.100

Principles and concepts of chemistry with application to the utilization of natural resources and the production of artificial materials. Varieties and transformation of matter. Types of reaction, quantitative and thermal relations, speed and direction of reactions. Fuels, metallurgy, and synthetics. FALL. SPRING. **Sitterly.**

Science in Industry 15.101

Scientific aspects of selected industries. Physical properties of materials, structure of matter and principles of chemical combination, sources and production of power. Manufacture of cement, paper, steel, aluminum, nylon. The canning industry. FALL. SPRING. **Sitterly.**

General Chemistry¹ [4] 15.110

Introduction to the methods of scientific thinking through the study of the laws of chemistry. Atomic theory, kinetic-molecular theory, gas laws, solutions, ionic theory, chemical properties of some non-metals and their compounds. *Prerequisite, high school algebra and geometry.* 3 hours of lecture and recitation, 4 hours of laboratory. FALL. **Schubert.**

General Chemistry² [4] 15.111

Chemical equilibria; the periodic law. Metals and their compounds, common metal ions. Brief introduction to organic chem-

istry. Final 12 weeks devoted to qualitative analysis. *Prerequisite, General Chemistry¹ 15.110.* 3 hours of lecture and recitation, 4 hours of laboratory. SPRING. **Schubert.**

Quantitative Analysis¹ [4] 15.200

Theories of volumetric and gravimetric analysis, laboratory determination of metals in their ores, and analyses of representative types of rocks. *Prerequisite, General Chemistry 15.111.* 2 hours of lecture, 1 hour of recitation, 6 hours of laboratory. FALL. **Schubert.**

Quantitative Analysis² [4] 15.201

Special methods of analysis such as colorimetry, electrometric titrations (glass electrode) and electrodeposition. *Prerequisite, Quantitative Analysis¹ 15.200.* 2 hours of lecture, 1 hour of recitation, 6 hours of laboratory. SPRING. **Schubert.**

Organic Chemistry¹ [4] 15.300

Carbon compounds. The aliphatic series: hydrocarbons, alcohols, acids and their derivatives, halogen compounds, and amines. Structural interrelationships, and physiological and economic significance of these compounds. Laboratory experience in organic analysis and synthesis. *Prerequisite, General Chemistry 15.111.* 3 hours of lecture and recitation, 6 hours of laboratory. FALL. **Neufeld.**

Organic Chemistry² [4] 15.301

Aromatic and heterocyclic compounds. Chemistry of drugs, dyes, carbohydrates. Laboratory experience in preparations and in qualitative organic analysis. *Prerequisite, Organic Chemistry¹ 15.300. 3 hours of lecture and recitation, 6 hours of laboratory.* SPRING. Neufeld.

Glassblowing [1] 15.305

Practical training in soft and hard glassblowing. Techniques of making simple seals, inner seals, joints, bends, and other operations necessary for laboratory competence. Student must construct a simple piece of laboratory apparatus such as a condenser. *1 hour demonstration and supervised practice, 2 hours laboratory practice.* Offered to meet student needs. Staff.

Physical Chemistry¹ [4] 15.400

Principles of theoretical chemistry and laws governing chemical reactions. The states of matter, properties of solutions, thermodynamics, and homogeneous equilibria. *Prerequisite, Quantitative Analysis 15.201, Differential and Integral Calculus, Physics. 3 hours of lecture and recitation, 4 hours of laboratory.* FALL. Kushner.

Physical Chemistry² [4] 15.401

Phase rule, chemical kinetics, electrical conductance, electromotive forces, atomic structure, and radioactivity. *Prerequisite, Physical Chemistry 15.400. 3 hours of lecture and recitation, 4 hours of laboratory.* SPRING. Kushner.

Colloid Chemistry¹ 15.405

Applications of physico-chemical principles to colloidal systems. Solid and liquid surfaces, adsorption, large molecules in solution, structure of natural and synthetic colloids. Emphasis on new techniques of investigating such systems. *Prerequisite, Physical Chemistry 15.400. 3 hours of lecture and recitation.* 1952 SPRING. Staff.

Organic Preparations [4] 15.410

Preparative methods of organic chemistry with attention directed to special techniques such as vacuum distillation, chromatography and extractions. Preparation of organic compounds in pure condition with reference to the original literature. *Prerequisite, Organic*

Chemistry 15.301. 1 hour of lecture, 8 hours of laboratory. 1953 SPRING. Neufeld.

Advanced Organic Chemistry [4] 15.420

Introduction to theoretical and systematic organic chemistry. *Prerequisite, Organic Chemistry 15.301. 4 hours of lecture and recitation.* Offered to meet student needs. Neufeld.

Qualitative Organic Analysis [4] 15.421

Lectures and laboratory work on the identification of organic compounds. *Prerequisite, Organic Chemistry 15.301. 1 hour of lecture and recitation, 8 hours of laboratory.* 1952 SPRING. Neufeld.

Advanced Inorganic Chemistry [4] 15.423

Descriptive inorganic chemistry including the periodic system, radioactivity, the elements and coordination compounds. *Prerequisite, Quantitative Analysis 15.201. 4 hours of lecture.* 1952 FALL. Schubert.

Engineering Chemistry [1] 15.425

Correlation of knowledge obtained through systematic chemistry courses with industrial practice. The sulfur, aluminum, and steel industries as well as industrial wastes and water studied. Application of chemistry developed. *Prerequisite, Organic Chemistry 15.301. 1 hour of lecture.* 1951 FALL. Hoffman.

Biochemistry [4] 15.430

Fats, proteins, carbohydrates, and their digestion. Enzymes and vitamins. Chemotherapy and immunology. *Prerequisite, Organic Chemistry 15.301. 3 hours of lecture and recitation, 4 hours of laboratory.* 1952 FALL. Josephson.

Biochemistry [4] 15.431

Biological antagonists, respiration, metabolism of organic and inorganic foods. Hormones and nervous system. Nutrition and medicine. *Prerequisite, Biochemistry 15.430. 3 hours of lecture, 4 hours of laboratory.* 1953 SPRING. Josephson.

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project 15.390****Upperclass Research Project 15.490****Integrating Seminar [1] 15.491**

COMMUNICATION

WALTER P. BOWMAN

Chairman of the Department

Recognizing that society exists in communication, the department combines aural, oral, and visual offerings in a broad and integrated program. Areas within the department include English literature, journalism, public relations, television and radio, and visual communication. The department is divided into areas which are administered by area directors responsible to the chairman of the department.

***Communication of Ideas¹ 17.100**

Study of five areas of communication—writing, speaking, reading, listening, and participation in group discussion—to give student skill to understand ideas of others and to express his own ideas. Reading masterpieces of literature and of modern studies in the art of communication. FALL. SPRING. *Montano.*

***Communication of Ideas² 17.101**

Prerequisite, Communication of Ideas 17.100. FALL. SPRING. *Montano.*

Improvement of Reading 17.210

Practical study of the principles of reading to improve speed and accuracy and raise the level of comprehension. Supervised training in the improvement of reading skills in fields useful to the individual student in class period; extensive reading in leisure time. Laboratory fee, \$4.00, except to fulltime undergraduate students. Total charge \$40.00. FALL. SPRING. SUMMER. *Montano.*

History and Principles of Communication 17.500

Development of newspapers, magazines, radio, motion pictures, and television as media of communication. Backgrounds and historic roots of current principles and practices. Influence of communication media on political, economic, and social issues in various periods of history. FALL. *Mock.*

¹Six credit hours of *Communication of Ideas*, 17.100 and 17.101, may be elected by entering undergraduate students in place of *English Language and Writing*, 23.100 and 23.101, or *Fundamentals of English Usage*, 23.100 and 23.101, to satisfy the Basal Studies English requirement.

Visual Media in Communication¹ 17.530

Problems involved in presenting ideas and furthering objectives through the use of pictures. Practical application in the local production of motion pictures and strip films. Course designed to assist persons interested in the use of audio-visual aids in education, advertising, and public relations. FALL. *Brooker.*

Visual Media in Communication² 17.531

Continuation of *Visual Media in Communication¹ 17.530* which is a prerequisite to this course. SPRING. *Brooker.*

Graphic Arts in Communication¹ 17.532

Review of the distinguishing characteristics of type, the use and affinity of type faces, composition methods, and other graphic means of expression in their application to layout, typographic design and manufacturing processes. Printing production processes with their terminology, including photoengraving methods, selection of paper and styles of binding, methods and selection of work for letter-press, gravure and lithographic printing, and other basic information for planning pamphlets, books, folders, etc. FALL. *Mortimer.*

Graphic Arts in Communication² 17.533

Application of basic practices of layout and design. Survey of the organization of elements for the printed piece. Selection and use of illustrations and photographs for printing. Examination and analysis of

printed specimens, both commercial and governmental, for effectiveness and design factors. Laboratory work with class and home assignments in the techniques of organization in planning books, pamphlets, and folders for printing production. **SPRING. Mortimer.**

History of Motion Pictures 17.550

History and development of the motion picture with emphasis on the social, cultural, and educational aspects. Selected films will provide a professional review of the history, the technical and aesthetic development of the motion picture in the United States and abroad from its invention to the present time. Course for advanced students in history, sociology, journalism, and television.

Laboratory fee to all students except full-time undergraduates \$3.00. **FALL. McIntosh.**

Communication Law 17.600

Legal problems and controls in the fields of journalism, visual communication, television, and radio. Analysis of specific libel suits, and copyright infringements. No previous knowledge of law required. Course planned for the general student as well as for the specialist in the mass media of communication. **FALL. Shipley.**

RESEARCH

Thesis Seminar in Communication 17.799

Hours to be arranged. **Bowman.**

ECONOMICS

Fritz Karl Mann

Chairman of the Department

The Department of Economics offers a program of studies planned to develop competence in the use of modern tools of economic analysis and familiarity with the institutional backgrounds of contemporary economic organization. Offerings within the department prepare students for careers in government, in business, in accounting, in banking, in taxation, and in transportation.

BASIC COURSES

Structure of the American Economy 19.100

Analysis of the American economic system and business organization. Productive resources; gross national product; net national income. Personal income distribution; patterns of consumption. Major segments of the economy. Commodity and labor markets. The price system. Government regulation. FALL. SPRING. Tesoro. Anagnos. Welsh.

Principles of Economics¹: Tools of Economic Analysis 19.200

Basic study of production and distribution, demand and allocation of resources. Underlying concepts of supply and demand. Preliminary basis for input-output decisions by the individual firm. Determination of wages, interest, and rent. Fundamental description of the business population, its size, and degree of economic concentration. Introduction to money and credit. FALL. SPRING. SUMMER. Smith. Anagnos.

Principles of Economics²: Application of Economic Analysis 19.201

Distribution of personal income; flow of income. Introduction to international economics: exchange rates, international trade, and the tariff. Introduction to labor economics: trade unions, collective bargaining, labor-government relationships. Problems of the public economy: public expenditures, fundamentals of taxation, introduction to fiscal policy. FALL. SPRING. SUMMER. Tesoro. Anagnos.

Economics of the Firm and Industry 19.202

Basic study of production and distribution, demand and allocation of resources. Underlying concepts of supply and demand. Preliminary basis for input-output decisions by the individual firm. Determination of wages, interest, profit, and rent. FALL. SPRING. SUMMER. Sherrard. Burk. Welsh. Smith.

Evolution of Economic Institutions 19.300

Growth of economic civilization in the western world as expressed in its institutions. Functions, underlying concepts, and place in the social, cultural, and political life. SPRING. Correll. Welsh.

Intermediate Economic Theory 19.301

Theory of competition: demand, production function, pricing. Introduction to monopolistic competition theory and to the theory of income distribution. Selected topics in monetary and labor theory, international trade, and business cycles. Use of economic diagrams. FALL. SPRING. SUMMER. Sherrard. Welsh. Burk.

Financial Organization of Society 19.302

Foundation for the study of both private and public finance. Introduction to the history of financial institutions. The short, intermediate, and long-term financing of business enterprise. Relations of public and private financing to the flow of income payments and price levels. Function of credit control. FALL. SPRING. Sherrard. Wald.

International Economics 19.400

Systematic survey of basic factors in the functioning of the world economy and economic principles underlying international trade, international payments, determination of exchange rates, and capital transfers to advanced and underdeveloped countries. Analysis of objectives and effects of trade and exchange regulations and of the function of international agencies such as the International Bank and Monetary Fund. General agreement on tariffs and trade; Economic and Social Council. *Prerequisite, Principles of Economics*^a 19.201 or equivalent. FALL. Franck. Burk.

Consumer Economics 19.401

The structure of consumption. Impact of changes in consumer income and in income distribution. Impact of installment buying. Channels of distribution of consumer goods. Cost of distribution. SPRING. Sherrard.

ECONOMIC THEORY**History of Economic Thought: Early Period 19.510**

Social and economic theories from the Greek philosophers to eighteenth century physiocrats examined in relation to dominant and receding institutions. Students with major interest in economics, history, or sociology given opportunity to develop their special concern. FALL. SUMMER. Correll. Anagnos.

History of Economic Thought: Modern Period 19.511

Economic problems and their solutions from the physiocrats and classicists to the marginal utility school and general equilibrium doctrine including institutional approach and the economic doctrines of socialism. SPRING. SUMMER. Mann. Pribram.

Equilibrium Analysis¹: Theory of Prices and Production 19.512

Stationary, dynamic, and normative equilibria. Equilibrium of the consumer. Theory of demand. Equilibrium of the firm. Theory of production. Marginal revenue curves. Supply and cost curves. Output determination of a firm under various market situa-

tions. The concept of industry in equilibrium. General equilibrium and allocation of resources. SUMMER. FALL. Ulmer. Naidel. Anagnos.

Equilibrium Analysis²: Theory of Income Distribution 19.513

Application of general price theory to functional distribution. Demand for labor by the individual firm, the industry, and the whole economy. Elasticity of labor supply. The price of loanable funds. Marginal efficiency of capital. Time dimension of the capital structure. Long-term expectations. Time preference and liquidity preference. The price of factors with inelastic supply. SUMMER. SPRING. Anagnos. Naidel. Ulmer.

Theory of Income and Employment 19.514

Analysis of economic aggregates. Dynamic relationships between saving, investment, consumption, national income, and employment. Determination and influence of propensity to consume, liquidity preference, money supply, and the interest rate. The multiplier principle and the acceleration principle. Role of relative prices in determination of aggregate income. FALL. SPRING. Sherrard.

Theory of Business Fluctuations 19.515

Significance and types of fluctuations. Marxian, neo-classical, and Keynesian theories. Mathematical models and institutional approach. Expansion, contraction, and turning points. Fluctuations of United States economy since 1929. Problems of labor, agriculture, construction, and inventory accumulation. Forecasting and planning. International repercussions. Proposals for domestic and international stabilization. SUMMER. FALL. Furth.

Theory of Economic Development 19.516

Development of capitalism and its long-term outlook. Role of business enterprise and technology in shaping economic institutions; the standard of living; pace of economic growth. Changing relations between capital and labor. Population growth, international relations, financial institutions, and

their relation to secular trends in the capitalist economy. SPRING. **Furth.**

Business Cycle Policies 19.517

Public and private policies relating to the stabilization of business: priming the pump, compensatory spending, incentive taxation, public works, price and wage determination, inventory policy. The influence of monopoly and other impediments to competition. SUMMER. **Furth.**

National Income and Social Accounting 19.518

Concepts, sources, and methods used in measuring national income, income payments, income by states or regions. National product, capital formation, consumer expenditures and saving. Adjustment of aggregates for price changes. Application of national income estimates to economic problems. FALL. **Goldsmith. Sherrard.**

Mathematical Economics 19.610

Application of mathematical reasoning to the study of economics with particular attention to the logical implications of economic laws and their underlying assumptions. Analysis in mathematical terms of the consumption function and the theory of consumer preferences; the production function and demand for labor and capital; theory of monopoly, duopoly, and perfect competition; determination of the national income and selected topics as required in income distribution, international trade, and monetary theory. A continuation of work in advanced economic theory. *Prerequisite, competence in calculus or concurrent registration in a course in calculus.* SPRING. **Ulmer.**

Construction of Economic Models and Economic Analysis 19.611

Economic models as a tool of economic analysis. Origin and development of economic models. Discussion of some current models dealing with such problems as inventory cycles, the relationship between capital accumulation and the growth of income, and the condition of equilibrium. Economic models and economic projections. The relationship between economic models and policy decisions. FALL. **Kaplan. Ulmer.**

Types of Economic Theory¹ 19.612

Analysis and appraisal of representative types of economic theory emphasizing current schools of thought in the United States. Particular attention to the assumptions and logic of classical and neo-classical economics, socialistic thought, modern institutionalism, and aggregate approaches such as the Keynesian in relation to current economic problems. FALL. **Piquet.**

Types of Economic Theory² 19.613

Analysis and appraisal of representative types of economic theory emphasizing current schools of thought in the United States. Particular attention to the assumptions and logic of classical and neo-classical economics, socialistic thought, modern institutionalism, and aggregate approaches such as the Keynesian, in relation to current economic problems. A continuation of *Types of Economic Theory¹* 19.612. SPRING. **Piquet.**

Theory of Welfare Economics 19.614

Utility and real income. Measurability and comparability of welfare. Efficiency of economic organizations. The development of standards for appraising welfare and their application to problems of economic control, intervention, and planning. Social cost, private cost, money cost, and real cost. Relation of economic welfare to other social objectives. FALL. **Ulmer. Burk.**

Economics of Technology 19.615

Detailed review of existing theoretical and empirical studies of causes, conditions, and economic consequences of technological change. Special attention to the literature on public control of technological change and the role of technology in regional economic development. Emphasis on atomic developments. FALL. **Lofus.**

Theory of Aggregates 19.616

The determination of income and employment in the economy as a whole. Relationships between savings, investment, consumption, and national income. Determination and influence of the propensity to consume, the volume of investment, liquidity preference, money supply, and the interest rate. Role of relative prices in determination of aggregate income. SPRING. **Ulmer.**

MONEY, CREDIT, AND BANKING**Money and Banking 19.520**

Outline of national and international monetary and banking structure. Principles of money and credit creation, operation of commercial and investment banks and stock exchanges, policies of central banks and other monetary authorities. Postwar and wartime problems. Interrelations of monetary, banking, fiscal, and other measures. FALL. SPRING. **Youngdahl. Merwin.**

Corporation Finance 19.521

Financing new and established corporate enterprises. Corporate securities. Financial plans. Marketing of securities: investment banking, securities exchanges, and over-the-counter markets. Short term financing. Corporate expansion. Reorganization and liquidation. *Prerequisite, Financial Organization of Society and Accounting¹ and².* FALL. **Baily. Friend.**

Principles of Investment Banking 19.522

Analysis of the functions and techniques of investment banking. Organization and operations of investment banking firms. Underwriting, competitive bidding, private negotiation. Securities exchanges, the over-the-counter market. Government regulation of investment banking firms. FALL. **Spitzer.**

Investment Analysis 19.523

Investment theories and policies. Problems of the investor. Sources of information. Analysis of investment instruments by type and by issuer. Portfolio construction and management. *Prerequisite, Corporation Finance.* SPRING. **Baily. Friend.**

Commercial Banking Policies 19.524

Bank liquidity principles and their relationship to bank credit policies. Bank lending to business firms. Short-term lending practices; the term loan. Banks as suppliers of agricultural, consumer, and mortgage credit. Structure of interest rates on bank loans. Bank capital problems; bank earnings; bank supervision. SPRING. **Youngdahl. Spitzer.**

Monetary and Banking Theory 19.620

Determination and structure of the interest rate. Transaction and income velocity of circulation. Inflation, deflation, and reflation. Quantitative and qualitative credit controls. SPRING. **Warburton. Tamagna.**

Central Banking and Monetary Theory 19.621

Change in character and functions of central banks. Principle of "reserve" and the role of a central bank in the monetary system. Problems in the use of quantitative and qualitative instruments of central banking policy. Contribution of central banks to economic and monetary stabilization. International responsibilities. Comparative analyses of central banking in the United States and foreign countries. International cooperation among central banks. FALL. **Tamagna.**

Theory of Monetary Disequilibrium 19.622

Causes and effects of deviation in the money supply from a normal rate of growth. Attempts to measure monetary equilibrium and disequilibrium. Re-examination of the classical theory. Analysis of relevant factual data. Forces dominantly influencing the money supply in the United States during the past three decades. Criteria for monetary policy. SPRING. **Warburton.**

PUBLIC FINANCE**Economics of Public Finance 19.530**

General principles in public finance. Current problems and controversies. Comparative survey of fiscal institutions in the United States and abroad. Emphasis on the economic effects of taxation, public spending, and debt management. FALL. SPRING. **Mann.**

Economics of Taxation 19.531

Analysis of the American tax system. Economic effects of taxation on the business firm and the community. Special attention to the personal income tax, taxes on corporations, excises, and customs duties. Coordination of taxes on Federal, state, and local levels. FALL. **Carnduff.**

Advanced Fiscal Theory 19.632

Evaluation of the fiscal process as an instrument of economic stabilization and social progress. Study of its effect on national income, investment, consumption, employment, and the structure of the economy. Economic role of public works. Surplus and deficit financing. Capital budget and cyclical budget. Debt management and debt redemption. Coordination of fiscal policy with monetary and general economic measures. SPRING. Mann. Wald.

AGRICULTURAL AND INDUSTRIAL POLICIES**Economics of Agriculture 19.540**

Economic characteristics of major types of farm businesses. Factors influencing farm size, organization, and product specialization. Economics of agricultural production and prices; economic aspects of public policy in relation to agriculture with special reference to major problem areas. FALL. Horton.

Economics of American Industry 19.541

Survey of principal manufacturing industries of the United States and interpretation of predominant economic characteristics of each, such as structure, technology, location, degree of competition, type of market, future outlook. Emphasis placed on the development of a workable technique of industry analysis and sources of data. FALL. Allen.

Current Problems of American Industry 19.542

Survey of some of the principal problems facing manufacturing industries in the United States such as locational change and adjustment, shifting importance of industrial raw material sources nationally and internationally, and pricing adjustments. Concern with trends implicit in policies of public control. SPRING. Allen.

Government Control of Business 19.543

Objectives, methods, and techniques of government economic control. Trends in

war-time and peace-time. Control through ownership and market intervention. Control through loans and subsidies. Control of prices, wages, profits, and investments. Use of taxation for regulatory purposes. Socialization of risks. Control of post-war foreign trade. Repercussions on the domestic economic structure and on foreign trade relationships. Problems relating to the termination of governmental economic controls. SPRING. Sherrard. Welsh.

Public Utility Economics 19.544

Operation, organization, and rates of public utilities. The long term development of power production and distribution and other current issues. Emphasis upon Government regulation and the problems of autonomous government corporations. SUMMER. Homberger.

Current Issues of Agricultural Policies 19.640

Major historical changes in agricultural policies in the United States and comparisons with policies of foreign countries. Detailed study of policies relating to technical developments in agriculture. Conservation of natural resources, prices of farm products, financing agriculture, production control, and low income farms. Critical review of issues relating to objectives and instruments of long-range agricultural policy. SPRING. Horton.

Economic Aspects of Atomic Energy Utilization 19.645

Systematic exploration of the economic implications of atomic energy with major emphasis on non-technical description of relevant basic scientific and technical data, review of the military and economic factors influencing the development of the industry, estimates of atomic power costs, analyses of the possible economic effects of a change in energy costs. Significance of atomic power for Point IV programs. SPRING. Loftus.

LABOR POLICIES**History of the Labor Movement in the United States 19.550**

Development of the labor movement in the United States since the 18th century.

Causes and results of organized efforts to regulate the conditions of work and the well-being of workers. Consideration of the effectiveness of local, national, and international organizations and of craft, industrial, and inclusive types. Examination in historical perspective of political and economic objectives and of the social problems raised by the labor movement. FALL. SUMMER. **Brooks.**

History of the European Labor Movement 19.551

Development of the labor movement in Europe. Diversified and changing political and socio-economic setting. Comparative historical review of trade union ideologies, objectives, structure, and methods. Phases and forms of international trade union federations. SPRING. **Weigert. Grossman.**

Labor and the Economic Order 19.552

Social and economic trends affecting the position of labor in modern society. Introduction to modern labor management and labor relations. Leading problems of the determination of wages, hours, working conditions, and social security. Foundation of trade unionism. Social control of labor relations and of labor standards. FALL. **Peck.**

Current Labor Problems: Domestic 19.553

Union policies with respect to pensions, insurance, the guaranteed wage, incentive systems, profit sharing and formulas for adjusting wages to changes in living costs and productivity. Non-economic provisions in labor contracts, hours and conditions of work, overtime, seniority and supervision. Issues raised by the national defense program. Wage and other forms of stabilization. 1952, FALL AND ALTERNATE YEARS. **Ross.**

Current Labor Problems: International 19.554

Comparative survey of labor problems in a selected group of foreign countries, including France, Italy, Sweden, and the United Kingdom. Critical evaluation of the efforts for raising labor and social standards by the International Labor Organization and by other international bodies from the stand-

point of economic theory and international economic relations. SPRING. **Ross.**

Labor and the Law 19.555

Problems of organized labor and adjustments made by the government toward their solution. Actions of legislatures, courts, and administrative agencies with respect to union organizations, collective bargaining, strikes, boycotts, pickets, mediation, arbitration, and responsibility of union to members, employers and the public. Special attention to current legal problems of organized labor. FALL. **Fuchs.**

Labor-Government Relationships 19.556

Objectives and policies of the several federal administrative agencies. The Wagner Act. The Taft-Hartley Act. Functions of the National Labor Relations Board. Use of special federal commissions and boards in given industries and emergencies. Federal programs designed to raise wages and improve working conditions. FALL. **Seitz.**

Techniques of Collective Bargaining 19.557

Collective versus individual bargaining. Objectives, effects, and scope of collective bargaining. Procedure followed in conducting collective bargaining conferences. The bargaining unit. Local, regional, and national collective bargaining. Instruments of collective bargaining; arbitration. FALL. SUMMER. **Kovarik.**

Settlement of Labor Disputes 19.558

Methods and techniques of resolving labor disputes on an advanced level. Theory and practice of collective bargaining, grievance negotiation, conciliation, mediation, arbitration, "fact-finding" boards, procedures for settling national emergency disputes. SPRING. **Seitz.**

Theory of Wages and Profits 19.650

History of wage and profit doctrines. The marginal productivity theory of wages. Alternative profit theories. Interactions between wages and profits and national income. Determinants of the level of employment. Role of wages and profits in cyclical change.

Use of theory in collective bargaining. Criteria for determining wage rates. Application of theory to analysis of trade union objectives and policies. 1952 FALL AND ALTERNATE YEARS.

Structure of the Labor Market 19.651

Application of economic principles to the analysis of labor markets. Case studies of the demand for and supply of labor in the coal, steel, automobile and cotton textile industries. Statistical relationships among real and money earnings, hours of employment, and the volume of unemployment. Effects of unionism on market structures. 1952 SPRING AND ALTERNATE YEARS.

TRANSPORTATION

Basic Problems in Transportation and Communication 19.560

Role of transportation in the national economy. Principles governing mechanics, operation, traffic management, and Government regulation of all modes of transportation such as rail, highway, water, air, pipelines. Emphasis on current problems and on the competitive system. Principles of communication in mail, telegraph, telephone, radio and television service. FALL. **Homberger.**

Rail Transportation 19.561

Railroad organization, administration, operation, traffic, and finance in the United States. Problems of consolidation and reorganization. Railroad labor. SPRING. **Homberger.**

Highway Transportation 19.562

The highway system in the United States: construction, administration, and finance. Commercial motor transportation of passenger and freight: organization, operation of traffic, and finance. Economics of private automobile and truck operation. SUMMER. **Homberger.**

Ocean Transportation 19.563

Economic characteristics, functions, and position of the world's ocean shipping, with particular reference to the United States. Development of the modern shipping industry. Current position and policy of the

United States in world shipping and international shipping relations and organization. Security and national policy aspects of the industry. FALL. **Perry.**

Air Transportation 19.564

Operation, traffic, rates, and government action in air transportation. Problems in management of air-carriers. FALL. **Robinson.**

Western Hemisphere Transportation 19.565

Analysis of the transportation problems in the United States, Latin America, and Canada. Physical characteristics of the available means of transportation, traffic demand, and other principal issues relating to all modes of transportation in the pre-war, war and post-war periods. SUMMER. **Homberger.**

Traffic Management¹ 19.566

From viewpoint of commercial and industrial users of transportation facilities a study of the technical factors determining and controlling available rates and services. Analysis of purpose, construction, and application of rail, motor, water, and air carrier tariffs, classifications, and shipping documents; routing of traffic; liability and claims; rate bureau organization and procedure. FALL. **Bernhard.**

Traffic Management² 19.567

Analysis of the economic factors underlying rate-making by rail, motor, water, and air carriers with particular emphasis on the duty of carriers to establish reasonable and non-discriminatory rates, services, and practices. Problems arising out of the routing and mis-routing of freight. SPRING. **Bernhard.**

Interstate Commerce Law¹ 19.568

Review of the Interstate Commerce Act with emphasis upon regulatory problems illustrated by leading decisions of the courts and the Interstate Commerce Commission. SUMMER. **Miller.**

Interstate Commerce Law² 19.569

Statutory provisions of the I.C.C. Act relating to procedure and jurisdiction. I.C.C.

rules of practice. Rules of evidence followed in administrative proceedings. I.C.C. Code of Ethics for practitioners. SUMMER. Miller.

Airports 19.570

Airport organization, management, operation, and traffic including airline operation, traffic control, and weather service. Questions of location and construction. Specific problems of both large and small airports. Field trip to the Washington National Airport; outstanding representatives of the Civil Aeronautics Administration and Weather Bureau and other specialists as guest speakers. 1954 SPRING. Homberger.

Trends and Problems in Transportation 19.571

An analytical study of vital issues facing the various modes of transportation in the current period. Emphasis on problems in traffic, operation, and regulation. Outstanding representatives of national transport organizations will discuss their current problems. *Prerequisite, Basic Problems in Transportation and Communication or Introduction to Transportation.* SPRING. Homberger.

Transportation Policies 19.660

An advanced course on government, carrier, and shipper policies related to all modes of transportation. Emphasis on the interrelationship between transportation policies and those governing other economic factors. FALL. Homberger.

Arthur Godfrey Air Fellowships (No Credit)

Limited number of fellowships for laboratory practice to qualify transportation students for private pilot's license. Students apply to Professor L. M. Homberger.

INTERNATIONAL ECONOMICS

International Economic Relations 19.580

Factors bearing on the economic position of the United States in the 1950s. Economic theories of international trade applied to the commercial policy of the United States. Special emphasis on the economic objectives

of the United Nations and on the problems of formulating relevant national policies related to tariffs, reciprocal trade agreement programs, raw materials, cartels, foreign loans, and other types of assistance. *Prerequisite, graduate Economic Theory.* FALL. Piquet.

Economic Foreign Policies: Problems Confronting the U. S. 19.581

Factors affecting the formulation and execution of economic foreign policies and programs and the forces that conflict with such policies. Role of Congress and of the Executive in the formulation of such policies. Special emphasis on the international economic and trade position of the United States and on the foreign assistance and underdeveloped areas programs. *Prerequisite, adequate background in economics* SPRING. Piquet.

Economic Problems: Latin America 19.582

Survey of economic geography, population, and government organization of the area. Analysis of economic conditions and current problems with special emphasis on public finance, currency, foreign trade, balance of payments, foreign investments. Appraisal of prospects of economic advancement in individual countries. American economic interest in the area. FALL. Franck.

Economic Problems: Western Europe 19.583

Survey of economic geography, population, and government organization of the area. Analysis of economic conditions and current problems with special emphasis on public finance, currency, foreign trade, balance of payments, foreign investments. Appraisal of prospects of economic advancement in individual countries. American economic interest in the area. SPRING. Franck.

Economic Problems: Soviet Union 19.584

Survey of economic geography, population, and government organization of the area. Analysis of economic conditions and current problems with special emphasis on public finance, currency, foreign trade, balance of payments, foreign investments. Ap-

praisal of prospects of economic advancement. American economic interests in the area. FALL. Franck.

Economic Problems: Middle East 19.585

Survey of economic geography, population, and government organization of the area. Analysis of economic conditions and current problems with special emphasis on public finance, currency, foreign trade, balance of payments, foreign investments. Appraisal of prospects of economic advancement in individual countries. American economic interest in the area. SPRING. Franck.

Economic Problems: Asia 19.586

Survey of economic geography, population, and government organization of the area. Analysis of economic conditions and current problems with special emphasis on public finance, currency, foreign trade, balance of payments, foreign investments. Appraisal of prospects of economic advancement in individual countries. American economic interest in the area. SPRING. Franck.

Theory of International Trade 19.680

Theories of international trade, including analysis of gain from trade, relation of income to international balances, exchange rate stability, and alternative monetary standards. Basic policy issues: tariffs, quotas, exchange control, bi-lateralism, commodity agreements. Institutions and program to promote orderly trade: International Monetary Fund, International Trade Organization, Trade Agreements Program. *Prerequisite, International Economics.* SPRING. Franck. Burk.

Theory of International Finance 19.681

Balance of payments: purchasing power parity; foreign exchange market. Survey of modern theories concerning price levels, balance of trade, and capital movements. Exchange restrictions and regulations. Recent case histories from Bretton Woods; the International Bank Fund. *Prerequisite, International Economics and Money and Banking.* FALL. Merwin.

RESEARCH AND SPECIAL PROJECTS

Industrial Transportation and Traffic Management Institute (No Credit) 31.020

A full-time program of courses and field trips designed to give present and future junior executives, who have a basic understanding of traffic management, opportunity to improve and round out their knowledge and experience. FALL. Homberger.

Air Transportation Institute (No Credit) 31.021

A full-time program of courses and field trips designed for present and future junior executives in air transportation. Conducted with the cooperation of the Civil Aeronautics Administration and the Air Transport Association of America. FALL. Homberger.

Rail Transportation Institute (No Credit) 31.022

A full-time program of courses and field trips designed for present and prospective junior executives of rail transportation agencies. SPRING. Homberger.

Foreign Transportation Institute (No Credit) 31.023

A full-time program of courses and field trips designed for present and prospective junior executives in inland transportation agencies engaged in foreign transportation, ocean carriers, and agencies engaged in foreign trade. SPRING. Homberger.

Institute on Federal Taxes (No Credit) 31.023

Intensive professional program designed for tax lawyers and tax accountants for the discussion of current tax issues on an advanced level. FALL. Mann.

Institute on Economics of Defense Mobilization 31.524

Effects of defense mobilization on the structure and operations of the American economy. Review of current plans and programs of government agencies responsible for the mobilization effort. FALL. Bailly. Rosenbloom.

Upperclass Reading and Research Project 19.390

Senior Problem Analysis 19.490

Integrating Seminar [1] 19.491

Graduate Reading and Research Project 19.690

Seminar in Economic Theory¹ 19.710

Advanced analysis of problems in the theory of value and distribution, welfare economics, and the theory of economic development. Discussion and supervised research. *Prerequisite, permission of instructor.* FALL. Ulmer.

Seminar in Economic Theory² 19.711

Advanced analysis of problems in the theory of employment and income, dynamic economics, and business fluctuations. Discussion and supervised research. *Prerequisite, permission of instructor.* SPRING. Ulmer.

Seminar in International Finance 19.720

Current trends; operation of international financial agencies; recovery programs. *Prerequisite, permission of instructor.* FALL. Taylor.

Seminar in Fiscal Theory: Analysis of Selected Problems 19.730

Prerequisite, permission of instructor. FALL. Mann.

Seminar in American Industrial History 19.740

Development of the several forms and applications of power for industrial purposes, the controlling conditions, and the economic, social, and technical effects. *Prerequisite, permission of instructor.* SUMMER. Hunter.

Seminar in Transportation 19.760

Prerequisite, permission of instructor. Homberger.

Thesis Seminar in Transportation 19.761

Homberger.

Seminar in International Finance 19.780

Current trends; operation of international financial agencies; recovery programs. *Prerequisite, permission of instructor.* FALL. Taylor.

Thesis Seminar in Economics 19.799

FALL, SPRING, SUMMER. Mann.

EDUCATION

SAMUEL E. BURR, JR., and RALPH BEDELL

Chairmen of the Departments

The University offers professional courses in education to prepare students for teaching in schools, churches, and community agencies, and for leadership in training programs. Undergraduate students may not elect education as an area of concentration, education courses being collateral to content subjects. A student must plan his course of study to meet the specific licensing requirements of the state agency in which he plans to teach. The student must plan his courses in conference with the chairman of the department and the chairmen of departments in the subjects which he wishes to teach. Special care must be taken when a student plans to teach two or three subjects. General Psychology 57.200 and Applied Psychology 57.302 are prerequisite to all professional courses in education numbered 300 and above. Students who wish to satisfy graduation requirements for the bachelor's degree and to meet state regulations in the minimum amount of time usually find it necessary to enter upon the professional program in the sophomore year. Education students may also find it to their advantage to include one or two summer sessions of work in their program. The degree of master of arts is offered in education and in guidance and counseling. The graduate student must offer a substantial undergraduate program in professional education to serve as a basis for his advanced studies. He must have a professional objective and plan his program of studies to meet legal requirements for teachers or counselors in the locality in which he plans to teach. If the student has not taken a broad general education in undergraduate studies or acquired such a background by experience, the student will be required to take the studies necessary to supply broad foundations by courses taken in addition to the usual requirements for the graduate degree. Students are urged to become members of the Joy Elmer Morgan Chapter, Future Teachers of America, a University student professional group affiliated with the National Education Association.

BASIC COURSES

Introduction to College: Problems of Self-Discovery and Self-Direction (2) **21.100-101**

A fall-spring session course planned to help the student to achieve mature physical, social, intellectual, emotional and spiritual habit patterns and to deal with problems of adult life in the University, in the community, and in the contemporary world. Course required of all entering first-year students in the College of Arts and Sciences and of all other new students with less than 60 hours of advanced standing who have not completed a similar course in another institution. FALL. SPRING. Burr.

Introduction to Education **21.200**

Survey and critical comparison of schools of thought and the nature, objects, and functions of American education. Attention to the significance of the purposes of the schools. *Prerequisite to all other courses in the department.* FALL. Burr.

Child Development **21.300**

Growth of the child from birth to adolescence in physical, sociological, psychological aspects. Practical laboratory application in voluntary child groups. FALL. Bentley.

Adolescent Development (4) **21.301**

Basic physiological, sociological, and psychological factors of adolescent growth and development. Emancipation from home, freedom and independence of choice, heterosexual interests, individual responsibility. Motivation and values in transition. SPRING. Cassell.

HISTORY AND PHILOSOPHY OF EDUCATION

History of Education in American Culture **21.310**

European backgrounds of education in the United States. Distinctive patterns since colonial times. Social, economic, religious, scientific, moral, political, patriotic, legal,

and intellectual forces that have influenced educational theory and practice. Study of individual thinkers. SPRING. SUMMER. **Saunders.**

Philosophy of Education 21.410

An intensive, critical, and comparative course for advanced undergraduate students in the processes, purposes, and methods of education, with special reference to the organization of the school and its curriculum and their relationship to the social order in a democratic society. *Prerequisite, Permission of the instructor.* SPRING. **Burr.**

The School and Modern Social Problems 21.517

Critical study and analyses of the social bases of the curriculum. Special reference to pupil needs. Current developments; methods of adapting the school to society. *Prerequisite, permission of the instructor.* SPRING. **Bedell.**

Philosophy of Education: Advanced 21.610

Intensive, critical, and comparative study of fundamental doctrines and principles underlying public and private education in American democracy. Special consideration to the purposes, processes, and methods of elementary and secondary education. Basic course for teachers and school administrators. FALL. **Burr.**

Comparative Education 21.615

1952. FALL. **Burr.**

PSYCHOLOGY OF EDUCATION

Psychology of Education 21.320

Fundamental psychological problems encountered in education. Individual differences and their significance; group needs and group responses; nature and control of learning process; theories of motivation; development of skills and knowledge; creative learning and critical thinking. *Prerequisite, General Psychology 57.200.* SPRING. SUMMER. **Saunders.**

Advanced Psychology of Education 21.520

Psychological principles and research methods basic to education. Consideration of motivation, attitudes, mental abilities, psychology of school subjects, transfer of training. Required of all students taking graduate degree programs in education. *Prerequisite, General Psychology 57.200 or permission of instructor.* FALL. **Bedell.**

Psychology of Learning 21.620

The learning process. Memory, transfer of training, applications of learning theories. Experimental techniques. *Prerequisite, Advanced Educational Psychology 21.520 or permission of instructor.* 1952 SPRING AND ALTERNATE YEARS. **Weitzman.**

SECONDARY EDUCATION

The Secondary School Curriculum (4) 21.340

Development, organization, and operation of the secondary school curriculum particularly as related to adolescent needs, the nature of the learning process, and the contemporary social scene. Differentiation in purposes of junior, 6-year, and senior high schools. Two hours of lecture and discussion and two hours of conference on either senior or junior high school curriculum each week. Required of all students planning to teach in secondary school. *Prerequisite, Adolescent Development 21.301.* SPRING. **Burr.**

Methods of Teaching: Seminar (2) 21.342-343

Intensive study of teaching methods in particular specialized subject-matter fields.

Teaching Art
Teaching Business Education
Teaching Driver Education
Teaching English and Speech
Teaching Mathematics
Teaching Modern Languages
Teaching Natural Sciences
Teaching Nursing Education
Teaching Physical Education
Teaching Social Sciences

Prerequisite, permission of the department chairman.

Principles and Practice of Teaching in Secondary Schools (8) 21.440-441

Fall-spring session course with integrated program of lectures, discussions, observation, and practice teaching. Basic principles and theory in lecture periods; observation and practice teaching proceed concurrently. Required of all students planning to teach in secondary schools. *Prerequisite, The Secondary School Curriculum 21.340.* FALL. Burr.

Curriculum Construction in Secondary Schools 21.640

Psychological, cultural, and educational bases of the secondary school curriculum. Practice in construction of curricular materials to meet modern educational problems. Course required of students preparing to be teachers or administrators. SPRING. Bedell.

Improvement of Instruction in the Secondary School 21.740

Critical survey of literature on supervision of instruction, improved teaching methods, and use of teaching aids. Special projects for teachers of various high school subjects. *Prerequisite, one course in secondary school curriculum or permission of instructor.* 1951 FALL AND ALTERNATE YEARS. Bedell.

HIGHER EDUCATION

Adult Education 21.555

Philosophies, methods, techniques, materials, agencies, and facilities for developing and administering programs of adult education. Emphasis on design of educational and training programs meeting needs of mature individuals. *Prerequisite, permission of the instructor.* 1952 FALL. Lippitt.

EDUCATIONAL ADMINISTRATION

Administrative Problems of the Modern School 21.560

Intensive practical consideration of internal organization of elementary and high schools. Emphasis on ways good teachers and administrators develop working relationships for maximum achievement of edu-

cational objectives. Basic course for all teachers. *Prerequisite, permission of the instructor.* FALL. Burr.

Internal School Administration 21.660

Organization and administration of education at the local level. Problems of superintendent or principal in relation to pupil personnel, teacher personnel, finance, public relations, professional problems. *Prerequisite, Philosophy of Education 21.610 or permission of instructor.* 1952 FALL AND ALTERNATE YEARS. Bedell.

COUNSELING AND GUIDANCE

Principles and Practices of Guidance 21.570

Principles and practices of guidance. Philosophy and methods in elementary and high schools. Organization and utilization of information related to the pupil. Use of information for improved education of pupil. Basic course for teachers and school administrators; beginning course for counselors. ALTERNATE FALL AND SUMMER. Bedell. Weitzman.

Occupational Information and Employment Outlook 21.573

Use of occupational information and employment trend information by teacher, school counselor, guidance worker, employment counselor, and mature individuals who wish to utilize information for own guidance. Basic course. *Prerequisite, Guidance in Education 21.570 or permission of instructor.* FALL. Goldstein.

Understanding the Individual 21.670

Development, organization, and analysis of data related to individual pupil. Technique of individual inventory. Critical analyses of research studies related to interpretation of data about individual. Required for students preparing to be counselors; useful to teachers and administrators. *Prerequisite, one course in psychological or educational measurement.* SPRING. Bedell.

Techniques of Counseling School Pupils **21.770**

Methods of counseling pupils on problems of personality development, educational and occupational choice, and other problems related to school progress. Required for students preparing to be school counselors. *Prerequisite, Understanding the Individual 21.670 or permission of the instructor.* 1953 FALL. **Bedell.**

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading and Research Project **21.390**

Senior Problem Analysis **21.490**

Integrating Seminar (1) **21.491**

Cooperative Laboratory in School Problems **21.569**

Course extending invitation to school superintendents, school principals, directors of guidance, and members of boards of education, to attend without payment of fee. Topic presented by different educator at each session with critical analysis of current problem in secondary education. Discussion follows each lecture. Students taking course for credit must present critical papers on lecture presented together with

critical bibliography. Course content different each year. 1952 FALL. **Bedell.**

Graduate Reading and Research Project **21.690**

In-Service Training Project **21.691**

Provision for teachers to engage in systematic study of problems within own schools under supervision of University faculty member. *Prerequisite, approval of department chairman.* **Staff.**

Seminar in Employment Counseling **21.770**

Critical analysis and evaluation of problems of employment counselors. Special reference to employment services of publicly supported employment agencies, schools, and guidance centers. 1952 SPRING AND ALTERNATE YEARS. **Beard.**

Practicum on School Counseling (6) **21.771**

Practical experience under planned supervision in counseling pupils. Time schedule adjusted to schools in which student is doing counseling. *Prerequisite, permission of instructor.* **Bedell. Weitzman.**

Thesis Seminar (6) **21.799**

Bedell. Burr. Weitzman.

ENGLISH AND LITERATURE

MERRITT C. BATCHELDER AND WALTER P. BOWMAN

Chairmen of the Departments

Literary studies contribute to the intimate perception of human values. Students who desire a liberal education through the discipline of literature are advised to select English as a field of concentration. Studies in the rich areas of English and American literature and in the related area of creative writing are essential as preparation for graduate study, the teaching of English, a career in writing, or literary scholarship. Either concentration in English or wide election of English courses is recommended to students who intend to become public officials, actors, lawyers, librarians, ministers, editors, or broadcasters in the field of radio or television.

WRITING

* English Language and Writing 23.100

The English language, its sounds, grammar, and words. Oral and written drills in correctness. Practice in writing descriptive, autobiographical, and narrative papers. Readings in modern prose. FALL. SUMMER. Batchelder. Clark. Clendenin.

* English Language and Writing 23.101

The art of language, the structure of prose compositions. Preparation of bibliographies and the writing of the research paper. Readings in modern prose. SPRING. SUMMER. Batchelder. Clark. Clendenin.

* Fundamentals of English Usage¹ 23.100

Basic training in the written expression of thought. Practice in the effective handling of word, sentence, and paragraph with intensive drill in spelling, punctuation, and grammar. Assignments in the writing of short articles. FALL. SPRING. SUMMER. Bowman. Feagans. Harlee. Pratt. Von Abele.

* Fundamentals of English Usage² 23.101

Training in explanatory and persuasive writing. Practice in effective organization, vocabulary building, observation, reporting. Laboratory reading to improve speed and comprehension. Assignments in writing briefs, abstracts, precis, criticisms, and a research paper. *Prerequisite, Fundamentals of English Usage¹ 23.100.* FALL. SPRING. SUMMER. Bowman. Feagans. Harlee. Pratt. Von Abele.

Advanced Writing¹ 23.300

Instruction in and criticism of individual writing projects determined by the student's interests and capacities. Readings selected by instructor and student to provide an appropriate basis for further development in the art of writing. *Prerequisite, English Language and Writing 23.100 and 23.101, Fundamentals of English Usage 23.100 and 23.101, Communication of Ideas 17.100 and 17.101, or permission of the instructor.* FALL. SPRING. Clendenin. Von Abele.

Advanced Writing² 23.301

Style and structure in writing prose. Practice in writing short essays of various types, poetry, and fiction. Readings, discussions, and conferences. *Prerequisite, upperclass standing or permission of the instructor.* 1953 SPRING AND ALTERNATE YEARS. Clendenin.

¹ Six credit hours of *English Language and Writing 23.100 and 23.101* or *Fundamentals of English Usage 23.100 and 23.101*, or *Communication of Ideas 17.100 and 17.101* or the equivalent, must be completed by all undergraduate students as a part of their Basal Studies requirements.

Copy-Editing and Abstracting 23.306

Study of the mechanical details of preparation of copy for the printer, with special emphasis on Government Printing Office style in capitalization, abbreviation, and punctuation; Government printing procedure, typography, printing techniques, structure of the book, the magazine, and the pamphlet. Practical exercises in copy-editing and abstracting. 1951 FALL, AND ALTERNATE YEARS. **Angel.**

Proofreading and Indexing 23.307

Study of proofreader's responsibilities in correcting galley, page, and subsequent proofs; proofroom procedure; government printing practices. Practical exercises in the development of accuracy in reading and correcting proofs. Study of the theory of indexing and types of indexes. Actual compilation of an index, with review and criticism. *Prerequisite, permission of the Department.* Laboratory fee to all except fulltime undergraduate students, \$4.00. SPRING. **Angel.**

Government Report Writing 23.400

Writing reports, memoranda, letters, administrative orders, and other forms of communication in government administration. Analysis of communications prepared in agencies to develop principles for planning each communication, determining its purpose, organizing material, and presenting ideas clearly, concisely, and forcefully. 1952 FALL AND ALTERNATE YEARS. **Bowman.**

Creative Writing Workshop 23.401

Plot construction and the types of plots. Analysis of current stories. Lectures, discussions, and stories written under the supervision of the instructor. *Prerequisite, written permission of the instructor.* FALL. **Batchelder.**

Creative Writing Workshop 23.402

The completed story and problems of revision. Advanced work in scene and plot construction and characterization with attention to psychological and sociological elements. Study of selected short stories. Related studies of the traditional in story telling. Attention to markets. *Open to members of Creative Writing Workshop* 23.401

and to others with written consent of the instructor. SPRING. **Batchelder.**

Writing of Speeches 23.500

Methods of preparing effective speeches for delivery by oneself or by others. Emphasis on writing, research, source material, theme selection, audience analysis, timing, media and evaluation of speaker. Reading and listening assignments and actual preparation of various types of speeches. Intended primarily for persons considering careers in politics, government, business or professional management, public relations, and radio-television. 1951 FALL AND ALTERNATE YEARS.

LITERATURE**Human Values in World****Literature 23.220**

Study of the worth of the individual and his place in society as recorded in world literature of various periods: private and public virtues; desire for liberty and growth of the democratic tradition; reflection of the influence of economic, social, and political forces on man's thinking. FALL. SPRING. SUMMER. **Bowman. Pratt.**

Issues in Modern Literature 23.221

Trends in modern European literature: materialism, realism, romanticism, symbolism, naturalism, impressionism, and expressionism. Readings in poetry, fiction, essay, and drama on social, political, and economic issues. SPRING. SUMMER. **Bowman. Pratt.**

Short Narrative¹ 23.320

Shorter forms of narrative, prose and verse in English literature from medieval times to the 18th century. Extensive readings, lectures, discussions, and a term paper. 1952 SUMMER AND ALTERNATE YEARS. **Batchelder.**

Short Narrative² 23.321

A survey of the shorter forms of prose narrative in English and American literature from the 18th century to the present. 1952 SUMMER AND ALTERNATE YEARS. **Clark.**

Masterpieces of World Literature 23.420

Reading and analysis of outstanding works of literature produced in Europe outside England between 1770-1880. Goethe, Constant, Stendhal, Balzac, Flaubert, Turgenev, Keller, and Dostoevski. SUMMER. **Von Abele.**

Modern Fiction 23.520

Introduction to problems and their solutions in the art of fiction in our time as shown chiefly in the writings of its greater representatives. Emphasis on the work of Thomas Mann, Franz Kafka, Marcel Proust. *Prerequisite, one year of college literature.* FALL. **Von Abele.**

Modern Fiction² 23.521

Emphasis on the work of James Joyce. SPRING. **Von Abele.**

Modern Drama European and American 23.522

Study of twenty-five European and American masterpieces of the modern theatre with special consideration of their value to students in the social sciences. FALL. **Bowman.**

ENGLISH LITERATURE

English Literature 23.230

Survey of English literature, both poetry and prose, from the Old English period to the middle of the 18th century. Cultural and artistic significance of the literature of each period. Readings, discussions, lectures, and a term paper. *Required of all second-year students in the College of Arts and Sciences. Prerequisite, English Language and Writing 23.100 and 23.101.* FALL. SUMMER. **Batchelder. Clark.**

English Literature 23.231

English poetry and prose from the middle of the 18th century to the 20th century. Cultural and artistic significance of the literature of each period. Readings, discussions, lectures, and a term paper. *Required of all second year students in the College of Arts and Sciences. Prerequisite, English Literature 23.230.* SPRING. SUMMER. **Batchelder. Clark.**

Romantic Literature¹ 23.330

Chief poems and critical essays of Wordsworth and Coleridge together with readings in the work of their contemporaries and 18th century forerunners. Lectures, discussions, and a term paper. SUMMER 1951 AND ALTERNATE YEARS. 1952 FALL AND ALTERNATE YEARS. **Batchelder. Clark.**

Romantic Literature² 23.331

Chief poems of Byron, Shelley, and Keats, and of the work of the leading essayists of their era. Lectures, discussions, and a term paper. SUMMER 1951 AND ALTERNATE YEARS. 1953 SPRING AND ALTERNATE YEARS. **Batchelder. Clark.**

Victorian Prose 23.332

A study of the significant prose writings of Carlyle, Ruskin, Newman, Arnold, Pater, and others. Attention to their attitudes towards the materialism of the age and to social, political, economic, religious, aesthetic, and other issues. Lectures, discussions, and a term paper. 1952 FALL AND ALTERNATE YEARS. **Clark.**

Victorian Poetry 23.333

Poetry of Tennyson, Browning, Arnold, Rossetti, Swinburne, and others. Lectures, discussions, and a term paper. 1953 SPRING AND ALTERNATE YEARS. **Clark.**

The English Novel¹ 23.334

Growth of the English novel in the 18th century into a significant art form. Reading of selected novels by Defoe, Richardson, Fielding, Sterne, Goldsmith, and Walpole. Lectures, discussions, and a term paper. 1951 FALL AND ALTERNATE YEARS. **Clark.**

The English Novel² 23.335

The English novel during the 19th century. Reading of selected novels by Scott, Austen, Thackeray, Dickens, Eliot, and Hardy. Lectures, discussions, and a term paper. 1952 SPRING AND ALTERNATE YEARS. **Clark.**

Modern English Literature 23.336

Contemporary English literature from 1900 to the present. Emphasis upon writers whose work reflects the main currents of modern thought. 1953 FALL.

Chaucer¹ 23.430

The pronunciation and grammar of Middle English as an introduction to the reading of Chaucer's poetry. Chaucer as man and poet and his fourteenth century background. Readings in *The Canterbury Tales*. 1951 FALL AND ALTERNATE YEARS. **Batchelder.**

Chaucer² 23.431

Readings in *The Canterbury Tales*, *Troilus and Criseyde*, and some of the minor poems. *Prerequisite*, Chaucer, 23.430. 1952 SPRING AND ALTERNATE YEARS. **Batchelder.**

Shakespeare¹ 23.432

Shakespeare as poet and dramatist. An intensive study of *Macbeth*, *Henry IV—Part I*, and *Twelfth Night*. Lectures, discussions, collateral readings, and reports. 1952 FALL AND ALTERNATE YEARS. **Batchelder.**

Shakespeare² 23.433

An intensive study of *King Lear*, *Othello*, and *The Winter's Tale*. Lectures, discussions, collateral readings, and reports. 1953 SPRING AND ALTERNATE YEARS. **Batchelder.**

Milton 23.434

The artistry and significance of Milton. Readings in the major and minor poems with special attention to *Paradise Lost*. Some readings in his prose works. Lectures, discussions, and a term paper. 1951 FALL AND ALTERNATE YEARS. **Clendenin.**

Johnson 23.435

A study of Samuel Johnson as a leading man of letters in the 18th century, of his personality, and of his influence. Readings in Boswell's *Life of Johnson* and in the work of some of Johnson's contemporaries. Lectures, discussions, and a term paper. 1952 SPRING AND ALTERNATE YEARS. **Clendenin.**

AMERICAN LITERATURE**American Literature:
Colonial Period 23.360**

A survey of American literature from the colonial period to the end of the 18th century. Cultural and artistic significance of the literature. Readings, lectures, discussions, and a term paper. 1951 FALL AND ALTERNATE YEARS. **Clark.**

**American Literature:
19th Century 23.361**

Study of major writers with emphasis on the relations between literature and society. Consideration of literary movements and trends such as romanticism, realism, regionalism, transcendentalism, and mass art. *Prerequisite*, one year of literature. 1952 SPRING AND ALTERNATE YEARS. **Clark. Von Abele.**

**American Literature:
20th Century 23.362**

Reading and discussion of some of the more important writers of prose fiction in contemporary America: Dreiser, Stein, Fitzgerald, Hemingway, Faulkner, Dos Passos, and others. Discussion of significant tendencies, formal and thematic. SPRING. **Von Abele.**

**Forms and Tendencies in
American Poetry 23.365**

Introduction to some of the major figures in American poetry with special attention to the period since 1920. Training in the reading and evaluation of poetry and poetic techniques. Poets to be read include Emerson, Whitman, Dickinson, Eliot, Pound, Frost, Tate, Stevens, Crane, and Warren. SPRING. **Von Abele.**

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project [1] 23.390**

A continuous two-session study of literary masterpieces under the supervision of a department advisor. Weekly conferences. Papers. Oral and written examinations at the end of the junior year. *Prerequisite*, approval of the reading plan by the faculty of the department.

Senior Problem Analysis 23.490

Individual study in some literary area combining reading and writing. Area of study and problems submitted to the Dean upon recommendation of the departmental faculty nine months before the student plans to take the bachelor's degree. *Prerequisite, com-*

pletion of Upperclass Reading Project 23.390 with distinction.

Integrating Seminar [1] 23.491**Graduate Reading and Research Project 23.690**

GEOGRAPHY

NORMAN CARLS

*Director of the Area in the
Department of Economics and Business Administration*

Studies in geography define the place basis of human experience. Viewing the activities and problems of man in their physical, cultural, and human setting, the student discovers the interrelationships between man and the earth on which he lives and the resources he utilizes in his activities. The student of geography acquires competence in regional synthesis and learns the process of focusing his understanding upon the whole of a region—the human beings who inhabit it, their activities and skills, the man-made features of the landscape, and the natural resource base upon which all human life and economic welfare depend. By exploring the interrelationships and interdependences of the world's regions, the student moves toward fuller understanding of the world in which he lives. Courses for students whose major concentration of study is in other departments than geography serve to (1) develop a broad understanding of the natural resource base upon which human life and activities depend and the problems related to man's use of his natural resources, (2) communicate an understanding of the characteristics and problems of American regions and the regions in which world neighbors live, (2) enable students to explore the borderlands between geography and the subject fields of their major concentration, and (4) encourage competence in the geographic techniques of area study.

BASIC COURSES

Earth Resources 25.101

Basic study of natural resources, their interrelationships, and value to economic life. Origin and distribution of land forms. Natural vegetation and vegetation regions. Nature and distribution of soils. Economic minerals. Water resources. Conservation of natural resources. FALL. Carls. Hewins.

Introduction to Economic Geography 25.102

World survey of production and consumption of major commodities. Study of differences in economic development and standards of living in major regions and countries of the world. Interpretation of differing economies in relation to regional resources, man-land ratios, and man's experience and skill in utilizing natural resources. SPRING. Hewins.

Technics of Geographic Field Research 25.519

Technics of geographic field study; recognition and plotting of natural and man-made features of the landscape. Use of topographic maps and aerial photographs in field research. Compilation of research maps

based on original field observation. Training in technics of area analysis. Urban and rural area field experience. Not offered 1951-1952.

ECONOMIC AND POLITICAL GEOGRAPHY

Economic Geography: Food and Agriculture 25.521

World survey of production, distribution, and consumption of agricultural commodities. Emphasis on world food problems. Analysis of agricultural resources, problems and potentials of major nations and world regions. International trade in agricultural products related to regional differences in resources, population, and economic development. FALL. Carls.

Economic Geography: Mineral Resources and Manufacturing 25.522

World survey of mineral resources and manufacturing industries. Distribution of major manufacturing industries studied in relationship to power resources, areas of raw material production, market areas, transportation facilities, labor, and governmental factors. Strategic and critical materials. SPRING. Carls.

Geographic Factors in Business and Industry 25.523

Geographic factors in business and industrial problems. Applications of geographical techniques and methodology to representative problems in agriculture, mining, manufacturing, marketing, transportation, communications, international trade, and regional planning. Not offered 1951-1952. **Black.**

Economic and Political Geography of Underdeveloped Areas 25.525

Population, territorial framework, resources, and industries of areas included under Point 4. Plans, policies, and problems projected on geographical setting. **FALL. Black.**

World Political Geography 25.530

Major political problems of the world related to geographic backgrounds. World problem areas, current issues, and relationships of national states. **SPRING. Seeley.**

REGIONAL GEOGRAPHY

Geography of American Regions 25.531

Resources and development of regions in United States and Canada. Interrelationships between distributional patterns of resources, population, and industrial, agricultural, and urban development. Examination of present patterns and problems in relation to historical sequence of settlement and resource use. Emphasis on major regional problems and current trends related to resource utilization. **FALL. Carls.**

Geography of Latin America 25.532

Analysis of relationships between man and resources in Latin America studied by individual countries and regions. Interrelationships between matters of population, economic and political life and natural resource base. Interpretation of present situation by examination of historical sequence of man's occupancy of land. 1952 **SPRING. Carls.**

Geography of Western Europe 25.540

Analysis of relationships between population, resources and economic and political life in the national states and regions of

Western Europe including the British Isles, Scandinavia, Finland, Benelux, France, Germany, Austria, Italy, Greece, Portugal, and Spain. Current problems and programs. 1952 **SPRING. Black.**

Geography of the Soviet Union and Eastern Europe 25.550

Interpretation of the Union of Soviet Socialist Republics and Eastern Europe through study of the relationships between the distributional patterns of population, industrial and agricultural production, and the elements of the resource base. Study of changes in man's use of the land as influenced by politics and technology with emphasis on current trends in regional economies. Study of expansion and contraction of national territories with special attention to current problem areas. Not offered 1951-1952.

Geography of Southern and Eastern Asia 25.560

Analysis of relationships between population and natural resources and economic and political life and problems in eastern and southern Asia including Japan, Korea, China, borderlands of inner Asia, India, Pakistan, Burma, Thailand, Indo-China, Indonesia, and the Philippines. 1952 **SPRING. Quam.**

CARTOGRAPHY

Applied Cartography 25.480

Fundamentals of military map compiling. Laboratory exercises designed to prepare students for positions in federal service as map compilers. Two hours of lecture and four hours of laboratory each week. **FALL. Hewins.**

Use and Evaluation of Maps 25.580

Study of maps and other cartographic materials as research tools and as graphic aids for the presentation and illustration of data. Fundamentals of map reading and interpretation. Examination and appraisal of physical, distributional, statistical, communications, economic, land use, and other special subject maps. Emphasis on the utilization of maps in various fields of governmental and commercial activity. 1952 **FALL. Ristow.**

GEOLOGY

EDGAR BOWLES

*Director of the Area in the Division of
Natural Sciences and Mathematics*

THE DIVISION OF NATURAL SCIENCES AND MATHEMATICS offers courses in Geology (1) to introduce the student to the physical structure of the earth, (2) to explain the natural phenomena which have influenced the development of land forms, (3) to reconstruct the physical history of the earth by an interpretation of the geological record, (4) to trace the development of plants and animals through a study of fossil remains, and (5) to provide an experience in habits of scientific thought and laboratory methods. Courses in geology take advantage of the geographical location of the University located as it is within easy motoring distance of rocks representing all the major divisions of geologic time. Students and instructors make field trips to caverns in Virginia, the fossil-bearing deposits along the shores of Chesapeake Bay, and to other convenient points of geologic interest. Facilities of the United States National Museum and other government institutions are widely used to supplement and expand the work in the laboratory. The University does not offer a sequence of studies for concentration in geology, but provision is made in the distributed science major for substantial work in geology.

Earth in Space and Time 27.100

Man's place in the universe as defined by astronomical studies. The earth as a habitable body and as a planet. The solar system, stars, stellar and galactic systems. Geological processes and earth history. Cosmic processes and cosmic history. A course introductory to the study of the social sciences. **SPRING. Sitterly.**

Physical Geology [4] 27.110

Physical aspects of the earth with emphasis on the materials that constitute it and the geologic processes that operate upon it. Consideration of natural phenomena such as earthquakes, volcanoes, mountain building, and landscape sculpturing. Field trips and laboratory assignments at the National Museum. *3 hours of lecture, 4 hours of laboratory.* **FALL. Bowles.**

Historical Geology [4] 27.111

Earth history and the prehuman past, including both the physical history and the evolution of animals and plants from their earliest beginnings to their present form. Field trips and laboratory assignments at the National Museum. *Prerequisite, Physical Geology 27.110. 3 hours of lecture, 4 hours of laboratory.* **SPRING. Bowles.**

Invertebrate Paleontology [4] 27.200

Development of the primitive phyla of invertebrates as illustrated by fossils. Field trips and laboratory assignments at the National Museum. *Prerequisite, Historical Geology 27.111. 2 hours of lecture and 4 hours of laboratory.* **FALL. Bowles.**

Invertebrate Paleontology [4] 27.201

Development of the more advanced phyla of invertebrates as illustrated by fossils. Field trips and laboratory assignments at the National Museum. *Prerequisite, Invertebrate Paleontology 27.200. 2 hours of lecture, 4 hours of laboratory.* **SPRING. Bowles.**

Economic Geology 27.204

Systematic consideration of the principles of ore deposition. Review of the chief metallic ore deposits of the world. Lectures supplemented by field trips and observations at the National Museum. *Prerequisite, Historical Geology 27.111. 1952 FALL AND ALTERNATE YEARS. Bowles.*

Economic Geology 27.205

Survey of mineral fields and non-metallic minerals. Review of their geologic and geo-

graphic distribution, their origin, and their economic importance. *Prerequisite, Economic Geology 27.204.* 1953 SPRING AND ALTERNATE YEARS. Bowles.

Mineralogy and Crystallography [4] 27.300

Origin, occurrence, and basic structure of minerals. Consideration of their chemical properties and their crystallographic form and relationships. *Prerequisite, General Chemistry 15.III.* 2 hours of lecture and 4 hours of laboratory. 1952 FALL. Hewins.

Mineralogy and Crystallography [4] 27.301

Systematic identification of mineral species and practice in the identification of unknown minerals. *Prerequisite, Mineralogy and Crystallography 27.300.* 2 hours of lecture and 4 hours of laboratory. 1953 SPRING AND ALTERNATE YEARS. Hewins.

Structural Geology 27.302

Mechanics of rock deformation. *Prerequisite, Historical Geology 27.III and Mineralogy and Crystallography 27.301.* 1952 FALL AND ALTERNATE YEARS. Bowles.

Structural Geology 27.303

Consideration of the origin and development of some of the earth structures. *Pre-*

requisite, Structural Geology 27.302. 1953 SPRING AND ALTERNATE YEARS. Bowles.

Vertebrate Paleontology [4] 27.400

Origin and development of the vertebrates as evidenced by fossil remains. Laboratory work supplemented by assignments at the National Museum. *Prerequisite, Historical Geology 27.III and Comparative Vertebrate Anatomy 9.200.* 1952 FALL AND ALTERNATE YEARS. Bowles.

Field Geology [8] 27.410

Field problems in geology and the mechanics of field-mapping. Detailed topographic and geologic mapping of a specific area as a major problem assigned to each student. Complete geologic report on the area required before the course is satisfactorily completed. *Prerequisite, at least 16 hours of geology. A course in Structural Geology 27.301 or 27.302 is recommended as part of this 16 hours, but not required.* SUMMER. Bowles.

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project 27.390

Senior Research Project 27.490

Integrating Seminar [1] 27.491

HISTORY

ERNST POSNER AND HAROLD E. DAVIS
Chairmen of the Departments

The University offers courses in history (1) to develop a knowledge of the past as a basis for understanding the problems of the present, (2) to encourage the student to appreciate historical literature and to share in the contemporary concern for historical studies, (3) to cultivate competence in the discriminating use of writings and records, (4) to foster an understanding of the great social institutions and ideas which have arisen to meet the needs of mankind, (5) to provide basic preparation for students interested in graduate study, teaching, foreign service, archives administration, and librarianship, and (6) to give graduate students research guidance in the use of the unparalleled resources of the Library of Congress and the National Archives.

BASIC COURSES

Basic History of European Civilization: 12th Century to 1789 29.100

European political, social, economic, and cultural development and European influence in world history from the 12th century to 1789. Transition from medieval culture patterns, growth of humanism, geographical discovery and colonization, the Reformation, nationalism, militarism, and the commercial revolution. Evaluation of European attempts to reconcile freedom and authority. FALL. SUMMER. **Gondos.**

Basic History of European Civilization: Since 1789 29.101

European influence in world history from the French Revolution to World War II. Revolutionary upheaval on the continent, industrial change, 19th-century nationalist movements, growth of world empires, Darwinian influence, cultural achievements, technology and the machine age, the contemporary revolutionary epoch, and the United Nations. *Prerequisite with Basic History of European Civilization 29.100 to all other history courses offered in the College of Arts and Sciences.* SPRING. SUMMER. **Gondos.**

American Democracy in Its World Setting¹ 29.102

Historical introduction to the social sciences. United States as a phase of Western Civilization. America's role in an expanding world; economic and social background; man and the state. FALL. SPRING. SUMMER. **Brandenburg. Key.**

American Democracy in Its World Setting² 29.103

United States studied in relation to the problems of church and state; the growth and implications of modern ideas and technology, and the quest for world order. *Prerequisite, American Democracy in its World Setting¹ 29.102.* FALL. SPRING. **Derby. Brandenburg.**

Civilization in the Americas: National Origins 29.200

Origin and development of the United States, Canada, and the nations of Latin America to 1825. Western hemisphere considered as a unit with common historical background. Influence of the land, the Indian, the Negro, and European conquest and colonization. Movement for independence and the establishment of the nations. FALL. **Davis.**

Civilization in the Americas: National Development 29.201

Growth and development of the American nations since 1825. Problems of constitution making and political stability, adjustment of national boundaries, partisan and civil strife, economic, social, and cultural growth. Inter-American relations and the Pan American movement. The Americas in recent world affairs. SPRING. **Davis.**

History of American Business Leader- ship: To 1870 29.203

Development of American business enterprise and leadership viewed within the

framework of economic history from the Colonial period through the Civil War. Emphasis on individual leadership through selected case histories illustrating contributions of individuals and organizations to business development. Economic factors making possible the evolution of mass production and mass consumption. Course planned as an historical introduction to studies in business administration. FALL. SPRING. Hippen. Nehmer.

History of American Business Leadership: Since 1870 29.204

Emergence of industrial America and large scale business organization. Adaptation of business management to problems caused by territorial expansion, technological change, mass production, new modes of transportation and communication, growth of labor movements, expanded governmental influence, war, and international economic leadership. Problems illustrated by selected case histories. SPRING. Hippen. Nehmer.

HISTORIOGRAPHY AND METHODS OF RESEARCH

Historical Research: Materials and Methods 29.500

Critical use of materials available for research in modern history. Techniques, methods of inquiry, evaluation of materials, and types and styles of historical writing. Attention to types of narrative and documentary sources. 1952 FALL AND ALTERNATE YEARS. Ekirch.

History of Historical Writing 29.501

The development of historiography from the period of the Renaissance. Trends in historical thinking, research, and writing. Discussion of representative historical works. Lectures and reports. Reading competence in one foreign language recommended. 1951 FALL AND ALTERNATE YEARS. Brandenburg.

Historical Writing in the United States 29.503

Analysis of historical writing in the United States from colonial times. Attention to prominent historians and trends in historical thinking and interpretation. 1952 SPRING AND ALTERNATE YEARS. Ekirch.

EUROPE AND ASIA

The Ancient World 29.310

Growth of civilization from the 4th and 3rd millenniums B.C. to the sack of Rome by Alaric in 410 A.D. Origin and nature of early Near-Eastern and Greek cultures. Study of the economic, social, political, military, and administrative history of the Roman World with special consideration of the Roman foundations of Europe. 1952 FALL. Lowry.

Medieval Europe 29.311

Inquiry into the formative period of European civilization. Transition of social life and political institutions from the Roman Empire to the age of European discovery and exploration. The barbarian invasions, the growth of the Church, Byzantine and Arab empires, feudalism, the Crusades, towns, the growth of states, development in intellectual life, the arts, and literature. 1953 SPRING. Lowry.

History of Europe: Renaissance, Reformation, Revolution 29.312

Interaction of politics, religion, economics, and intellectual inquiry in redefining man's ideas of nature, faith, reason, and government. Analysis of the nature, causes, and social consequences of the Reformation, the Catholic Counter-Reformation. Evolution of political ideologies and institutions. Expansion of commerce and the growth of empires. The French Revolution. 1952 FALL. SUMMER. Brandenburg. Lindsey.

History of Europe: Congress of Vienna to World War I 29.313

Development of European nationalities from 1815 to 1914. Metternich reaction, the rise of liberalism, the industrial revolution, and the social, cultural, and economic bases of nationalism and imperialism. FALL. SPRING. Brandenburg. Davis.

History of England: Origins of Constitutional Government 29.320

Political, economic, social, and cultural life in England to 1689. Origins and development of constitutional government. Beginnings of empire. Correlation with pre-law and English literature. FALL. Brandenburg. Lowry.

History of England: Development of Empire 29.321

England and the British Empire since 1689. Evolution of constitutional government, expansion of empire, the empire system since World War II. Correlation with pre-law and English literature. FALL. SPRING. Lowry. Rife.

Renaissance and Reformation 29.510

Political and social history of Europe from the 15th century to 1648. Transition of Europe from medieval to modern times; impact of explorations and the Reformation. Rise of capitalism. 1953 SPRING. Derby.

French Revolution and Napoleon 29.511

European history from 1789 to 1815. Significant aspects of the French Revolution, the Napoleonic Empire, and the Congress of Vienna. 1951 FALL. Derby.

History of Europe: 1870 to 1914 29.512

Political, economic, and cultural effects of nationalism, imperialism, and industrialization in Europe. National developments and international alliances. Background of World War I. 1952 SPRING. Derby.

Europe Since 1914 29.513

Political, social, and economic developments in Europe from World War I through World War II. Causes of the wars, relationships to Asia and Africa, and the growth of international organization. 1952 FALL. 1953 SUMMER. Derby. Lindsey.

Modern Revolutions 29.514

Comparative and analytical study of the theory of revolutionary movements and the form and structure of revolution as exemplified in the Puritan, American, French, and Russian revolutions. 1952 SUMMER. Brandenburg.

Expansion of Europe 29.515

Overseas expansion of European countries from the 15th through the 19th centuries. Influence of colonial and imperialistic ex-

pansion in shaping recent history. 1953 SUMMER. Brandenburg.

Economic History of Modern Europe 29.516

Formation of European economic society including the change from service-nexus to cash-nexus. Public credit and private finance institutions. World trade and credit economy; the shift from their European base. 1952 SPRING AND FALL. Correll.

France: Empire to Fourth Republic 29.525

The second Empire and its collapse in 1870. Formation of the Third Republic and its course to 1940. The Vichy interlude and the Fourth Republic. Reading knowledge of French recommended. 1954 SUMMER. Brandenburg.

History of Czarist Russia 29.530

Expansion of Russia from the Muscovite principality to the empire of the 20th century. Development of institutions and culture. 1952 FALL. Derby.

History of the Far East 29.535

Historical backgrounds of the people of the Far East. Invasion of Western influence. Conflict of national interest. Economic and cultural systems. Ideologies. Asian consciousness and world organization. 1952 SPRING. Kalijarvi.

Intellectual History of Europe through the Enlightenment 29.610

A study of the ideas and outlooks that have influenced the development of western history from the 13th century to the eve of the French Revolution. Transition from medieval to modern ways of thinking; humanism; intellectual contributions of the Reformation; rise of scientific thought; the nature and significance of the Enlightenment. Influence of the steady expansion and diffusion of knowledge. 1953 FALL AND ALTERNATE YEARS. Derby.

Intellectual History of Europe from the French Revolution 29.611

Cultural and intellectual currents from the end of the 18th century. Rise of the roman-

tic movement; impact of revolutionary ideas, of the sciences, and of industrial technology. Ideological conceptions and confusions of the 19th and early 20th centuries. 1954 SPRING AND ALTERNATE YEARS. **Derby.**

UNITED STATES

History of the United States: Origins of Constitutional Government 29.440

Growth of the constitutional system from colonial times to 1850. Cultural factors, both European and indigenous, which have influenced the course of American history. FALL. **Ekirch.**

History of the United States: Achievement of American Nationality 29.441

The growth of the United States from 1850 to world power with special attention to impact of industrialism, urbanization, and participation in world co-action. SPRING. **Ekirch.**

American Biographies 29.442

Role of the leader in events. Study of the lives of personalities representative of the periods and problems of American history. Biographical research. Discussions and lectures on backgrounds of issues symbolized by individuals studied. SUMMER. **McCoy.**

Colonial Origins of the United States 29.540

European backgrounds. Conflict of rival colonial systems. Political, economic, and social developments within the colonies. Causes and development of revolt. 1952 SUMMER. **Ekirch.**

Era of the American Revolution 29.541

Survey of colonial backgrounds. Origins and development of the American Revolution. Drafting and establishment of the Constitution of the United States. 1952 SPRING. FALL. **Ekirch. Gondos.**

Development and Disruption of the Federal Union 29.542

The United States from the establishment of the national government in 1789 to seces-

sion in 1861. Social and political implications of the Jeffersonian and Jacksonian reform movements of the period. Growth of sectionalism. 1952 SUMMER. 1953 SPRING. **Ekirch. Gondos.**

Civil War and Reconstruction 29.543

Causes and course of the war; its impact on national life. Problems and effects of reconstruction. Industrialization and urbanization. Social and economic forces. 1951 and 1952 FALL. **Ekirch. Gondos.**

The United States in the 20th Century 29.544

Economic, social, and political forces in the era of Theodore Roosevelt. Emergence of the United States as a world power. Reform from the Progressive movement through the New Deal. Role of the United States in two World Wars. 1951 and 1953 FALL. 1952 SPRING. **Ekirch. Gondos.**

The South in United States History 29.545

Colonial times to the present. Factors making the South a distinctive part of the American nation. 1952 SUMMER. **Ekirch.**

The Frontier in United States History 29.546

Westward expansion from colonial times to the close of the 19th century. Analysis of Turner's frontier hypothesis in the light of recent critical literature. 1954 SUMMER. **Ekirch.**

History of United States Foreign Policy 29.547

Examination of the role of the United States in world affairs. Neutrality, freedom of the seas, Monroe Doctrine, most-favored nation clause, diplomatic protection of lives and property abroad, citizenship, reciprocal trade, the Open Door, the Truman Doctrine, and the evolving system of the United Nations. 1951 FALL. 1952 and 1953 SPRING. **Davis. Prescott.**

Economic History of the United States 29.548

Economic development in the United States from the colonial period to the pres-

ent day with emphasis upon the last century. Changing structure of the American economy, the advance of industrialization, technological change. Relationship between government and economic life. Impact of war upon the economy. 1951 FALL. 1953 SPRING. Hunter.

History of Industry in the United States **29.550**

American industrial development from the end of the 18th century to the present. Principal reference to manufacturing and extractive industries. Structural and organizational aspects, location trends, technology, and distribution. 1953 SUMMER AND ALTERNATE YEARS. Hunter.

History of Agriculture in the United States **29.551**

Geographical basis of American agriculture. Agrarian settlement and land policies. Agricultural revolution; its elements and significance. History and significance of farm implements and machinery. Agricultural development by regions and commodities. Transportation and marketing agencies promoting agriculture. Agriculture in recent times. 1952 SUMMER AND ALTERNATE YEARS. Edwards.

Intellectual History of the United States¹ **29.640**

Analysis of ideas and attitudes of the American people and their leaders in terms of their social setting and historical influence, colonial times to Civil War. Ideas of Puritanism, the Enlightenment, Transcendentalism, Democracy, and Nationalism. FALL. Ekirch.

Intellectual History of the United States² **29.641**

Dominant patterns of American thought from the Civil War to the present. Impact on American life of Darwinian evolution, industrialism, the vanishing frontier, progressive democracy, imperialism, and war. SPRING. Ekirch.

Concept of American Nationalism **29.642**

Origin and development of nationalism with attention to manifest destiny, cultural

nationalism, patriotism, and world-mindedness. 1953 SUMMER AND ALTERNATE YEARS. Ekirch.

United States Expansion Abroad **29.643**

Political and economic expansion of the United States in key areas such as Latin America and the Pacific. Ideological impact of American civilization in all parts of the world. 1952 SUMMER AND ALTERNATE YEARS. Ekirch.

THE OTHER AMERICAS

Colonial Origins of Latin American Nations **29.570**

Colonization by Spain, Portugal, and France. Causes and development of independence movements. 1953 FALL. Davis.

Growth of Latin American Nationalism **29.571**

History of Latin America from independence to the end of the 19th century. Constitutional sociological, economic, and ideological aspects of national development. 1951 FALL. Davis.

Latin America in the 20th Century **29.572**

Movements of economic nationalism. Agrarian, electoral, and educational reform. Militarism. Cultural, ideological, and religious developments. 1952 SPRING. Davis.

Latin American Social and Political Thought **29.573**

Spanish and Portuguese backgrounds. Ideas of the independence leaders. Mid-century liberalism and romanticism. Positivist thought. Contemporary trends. 1952 FALL AND ALTERNATE YEARS. Davis.

History of Canada **29.574**

National development from colonial origins. Canada in the American Revolution and the War of 1812. Achievement of dominion status, westward expansion, economic development. Relations with the United States, the British Commonwealth of Nations, and the United Nations. FALL. Davis.

RESEARCH AND SPECIAL PROJECTS**Institute of Genealogical Research
(no credit) 31.030**

Scientific genealogical methods and their applications for historical and other purposes. Research assignments introduce students to use of materials in the National Archives and other repositories of genealogical materials. SUMMER. Colket.

Upperclass Reading Project 29.390

Upperclass Research Project 29.490

Integrating Seminar [1] 29.491

Institute on the Preservation and Interpretation of Historic Sites and Buildings [2] 31.530

Theories and techniques of preservation and restoration work supplemented by field

studies of representative historic sites and buildings. Institute offered in cooperation with the National Park Service, Department of the Interior, the National Council for Historic Sites and Buildings, and Colonial Williamsburg. SUMMER. Derby, Lee, and Alexander.

Graduate Reading Project 29.590

Graduate Research Project 29.690

Inservice Training Projects 29.691

Research Seminar in the History of the United States 29.740

Experience in the use of original source materials. FALL. SPRING. Ekirch. Hunter.

Thesis Seminar in History 29.799

INTERNATIONAL RELATIONS AND ORGANIZATION

PITMAN B. POTTER
Chairman of the Department

The Department of International Relations and Organization offers courses to meet the needs of students who are (1) interested as citizens in the relationships of national states and in the development of systems of international cooperation, administration, and united action, (2) preparing to teach the subject, and (3) planning for careers in the United States foreign service, in international organizations, in international business, or in world Christian service. Students expecting to enter the foreign service should read the University's special publication on *Careers in World Affairs* and a bulletin published by the Department of State entitled *Preparing for a Career in the Foreign Service of the United States*.

INTERNATIONAL POLITICS

Introduction to World Politics 33.200

Bases and principal modalities of the relations among national states in the modern world community. Role of geography, national resources, population factors, cultural development, political experience, nationalism, and imperialism. Techniques and instruments of power politics. Growth of the institutions and attitudes of international cooperation. The conduct of foreign affairs. Place of regionalism in the world community. Responsibilities of the Great Powers. The United Nations. *Prerequisite to subsequent courses offered in the department.* FALL. SPRING. SUMMER. Bock. Kalijarvi. Wadsworth.

Problems in World Politics 33.300

Detailed study of selected problems in contemporary world politics. Case studies in political and economic geography, nationalism, imperialism, and international co-operation. FALL. SPRING. Sharp.

American Diplomacy 33.510

Basic principles of United States foreign policy. Constitutional processes and practices related to the formulation and conduct of foreign relations including the role of the President, department of state, foreign service, and congress. Influence of political parties and public opinion. Current developments in foreign policy. FALL. Bradshaw.

Problems in American Diplomacy 33.512

Detailed analysis of selected problems in American foreign policy. Backgrounds to postwar issues. Study of such problems as the German peace settlement, European economic recovery, international control of atomic energy, the north Atlantic pact, and the military assistance program. SPRING. Bradshaw.

Foreign Policies of the Great Powers 33.515

Great power policies since World War I. Attention to issues such as security, imperialism, international cooperation, and international organization. SUMMER. Bock.

REGIONAL POLITICS AND AREA STUDIES

Central and Western Europe: International Relations 33.520

Principal problems in the foreign relations of the nations of Central and Western Europe, including Great Britain but excluding the Scandinavian countries. Basic geographical, economic, and social factors. Current political problems. SPRING. Robbins.

Russian Expansion: Czarist and Soviet 33.521

Analysis of the main trends of Russian territorial and political expansion in Europe and Asia since the seventeenth century. The

ideological tools of expansion, including Orthodox Greek Catholicism, Pan Slavism, and International Communism will be discussed in detail. FALL. Sharp.

Middle East: International Relations 33.525

An analysis of modern political development in the Near East; the policies and interests of the Great Powers; a case study of the pending issues in their historical, political, and legal settings. SUMMER. Khadduri.

India in World Politics 33.526

India as a nation; history of the independence movement; Gandhian philosophy and non-violence; attainment of Dominion status and its social, economic, and political consequences; minorities and princes; the Constitution of Republican India; political parties and organizations. Principal features of Indian foreign policy; relations with the British Commonwealth, Pakistan, Southeast Asia, China, the Middle East, the U.S.S.R., and the U.S.A. India and the United Nations. FALL. Joardar.

Southeast Asia: International Relations 33.527

Geographical, economic, and social forces in and among the nations of Southeast Asia. Political relations among these countries and with the outside world. Current problems. SPRING. London.

Far East: International Relations 33.528

Historical background and geographic setting. Penetration by the western powers; colonialism and imperialism. Interests and politics of the great powers. Rise of nationalism. Effect of two world wars on the people of the Far East. Influence of the League of Nations and the United Nations on Far East developments. Asian regionalism. Contemporary problems. SPRING. Bock.

Inter-American International Relations 33.529

A survey of the historical background and recent development of United States relations with Latin American countries and of

the diplomatic relations of the American states. 1951 FALL AND ALTERNATE YEARS. Davis.

INTERNATIONAL ORGANIZATION AND ADMINISTRATION

International Organization 33.550

Nature, bases, forms, and functions of international organization. Diplomacy, treaties, international conferences, international legislation, international administration, and adjudication. International federation, international government. Problems of international peace and social progress. Developments from the League of Nations to the United Nations. FALL. SUMMER. Potter.

United Nations: Organization and Functions 33.551

Historical background of the charter. Origin and functions of the principal organs. Sovereign equality of members. Obligations of members in relation to other agreements and regional systems. International cooperation in political, economic, social, cultural, and humanitarian matters. Relationship to specialized agencies. FALL. Scott.

United Nations: Political and Security Problems 33.552

Major political and security problems before the security council and the general assembly. Methods and machinery available for handling critical issues within the framework of the Charter. The policies of the great powers in relation to United Nations action. SPRING. Scott.

United Nations: Economic and Social Problems 33.553

Examination of nature, scope, and achievements of economic and social activities of the United Nations. Organization and operation of economic and social Council. Role of the general assembly. SUMMER. Scott.

The Inter-American System 33.554

Organization and operation of the Organization of American States and affiliated organizations. The Inter-American peace and

security system. Relationship of the system to the United Nations. 1951 FALL AND ALTERNATE YEARS. **Davis.**

The United States and International Organization 33.555

Extent and character of United States participation in international organizations. Governmental, administrative, and budgetary organization for carrying out obligations of membership. Internal operations of international agencies with respect to fundamental document, personnel, administrative procedures, and budget. 1951 FALL AND ALTERNATE YEARS. **Nobleman.**

International Administration 33.556

Nature of international administration. Historical development. Membership and organization of international administrative unions. Functions, procedures, finances, personnel, seat, and plant. Relations of agencies with member governments, non-member states and organizations, and the public. SPRING. **Potter.**

INTERNATIONAL LAW

International Law and Legislation [6] 33.560, 561

A two-session course. Nature, origins, and development of international law. Formation and forms of the law; codification. Substance of the law: parties, sovereignty, jurisdiction, intercourse; enforcement, including war and neutrality. War crimes. Newer forms of international legislation. FALL. SPRING. **Egbert.**

Law of International Trade and Finance 33.562

Major issues of national and international law related to international trade and finance. Impact of recent legal concepts on traditional thought and practice. Bipartite and multipartite agreements; statutes; cases. Organizational developments including IMF, IBRD, and ITO. *Prerequisite, International Organization 33.550 or the equivalent.* 1952 FALL AND ALTERNATE YEARS. **Aufrecht.**

International Regulation of Aviation 33.564

Historical evolution of aviation. Analysis of regulatory problems. International integration of regulation. Present statutes. Prospects for more effective consolidation. 1952 SPRING AND ALTERNATE YEARS. **Aufrecht.**

Law and Practice of Foreign Occupation 33.566

Nature and bases of military occupation. Powers of occupant and rights and obligations of inhabitants. Relations with local government. Economic, social, and political problems. Evolution and liquidation. Case studies such as Austria, Germany, and Japan. 1952 SPRING AND ALTERNATE YEARS. **Nobleman.**

International Maritime Law 33.568

Origins and development of maritime law. Jurisdiction over parts of the sea. Regulation of navigation, shipping, and admiralty and maritime jurisdiction. Principles of the law applicable to the construction, ownership, operation documentation, and liability of ships. Not offered 1951-1952.

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project 33.390

Upperclass Research Project 33.490

Integrating Seminar [1] 33.491

Institute on the Position of the United States in World Affairs [6] 33.518

Intensive six-week session meeting five days a week with a study visit to United Nations. Lectures by experts on University faculty and from national, international, and private agencies dealing systematically with issues of world politics in the forefront of public attention. Discussion. Institute especially arranged for secondary school and college teachers dealing with world affairs. SUMMER. **Burr. Potter. Specialists.**

Graduate Reading Project 33.590

Graduate Research Project 33.690

In-Service Project 33.691

Seminar in Contemporary International Relations 33.700

Individual projects and group discussion of basic problems of contemporary international relations, with particular emphasis of the impact of the present polarization of power on traditional ideas and techniques in foreign policy. FALL. Sharp.

Latin American Area Seminar 33.720

General studies and directed research on the peoples, institutions, economic problems, and historical backgrounds of the countries of Latin America. Reading knowledge of Spanish required. FALL. SPRING. Dozer.

Seminar in International Relations and Organization 33.750

Selected problems in international political relations and international organization exclusive of law and administration. SPRING. Potter.

Seminar in International Law and Administration 33.760

Directed research, reports, and discussion on selected problems in international law, including international constitutional, administrative, and criminal law, and in international legislation. Problems in international administration. FALL. Potter.

Thesis Seminar 33.799

JOURNALISM

H. D. CRAWFORD

Director of the Area in the Department of Communication

Courses in Journalism are planned to develop competence in factual research, accuracy in observation, clarity in interpretation, and style in presentation.

Introduction to Journalism 35.300

Fundamentals of journalism. Study of modern news, feature, editorial, column, critical, advertising, and publicity writing in their practical application to today's newspapers, magazines, and trade publications. Consideration of career opportunities and requirements. *Prerequisite for all advanced courses in journalism.* FALL. SPRING. SUMMER. Crawford. Mock.

News Reporting 35.400

Basic instruction in writing. Types of news stories. Emphasis on practical work conditions similar to those encountered in newsrooms. Professional procedures. FALL. SPRING. Douglas.

Editing: Newspapers and Periodicals 35.500

Practical experience to develop editorial judgment and skills in processing material for publication. Study of problems and practices in making assignments, editing copy, handling departments for newspapers, magazines, and specialized periodicals, and carrying out news and editorial policy. Examination of procedures of specific publications. SPRING. Zagoria.

Editorial Interpretation 35.501

Practice in writing editorials on a wide range of current subjects. Study of newspaper, trade publications, and magazine editorial policies and problems. Analysis of editorial columns and interpretive reviews. Publication outlets sought for student editorials, columns, and reviews. FALL. Crawford.

Small Newspapers 35.502

Study and discussion of special problems of community and organization dailies and weeklies, including non-metropolitan and suburban newspapers. Consideration of geographic, social, and economic factors influencing reader interest, business conditions, and editorial problems. Special investigations and field trips. SPRING. Crawford.

News and Feature Photography 35.503

Study of photographic requirements and techniques of newspapers, magazines, syndicates, and trade publications. Training in professional planning, taking, and editing of news and feature photographs. SPRING. Ericson.

News Reporting: Advanced 35.504

Problems of specialized reporting and Washington and foreign news correspondence studied with students covering assignments in these fields. Students will carry on individual research projects, including consultation with prominent reporters in specialized fields and in Washington bureaus of United States and foreign newspapers and news agencies. *Prerequisite, News Reporting 35.400.* FALL. Douglas.

Feature Article Writing 35.505

Practice in writing features and special articles for newspapers, magazines, and trade publications. Study of interview, utility, personal experience, personality sketch, and narrative articles. Training in popularization of government reports. Study of markets and slanting techniques. Prep-

aration, discussion, and revision of articles to be submitted for publication. FALL. SPRING. SUMMER. Crawford. Hill.

Feature Article Writing:

Advanced 35.506

Preparation, discussion, and revision of articles to be submitted for actual publication by magazines, trade publications, syn-

dicates, and feature sections of Sunday newspapers. Consideration of problems in the planning and writing of non-fiction books, with special attention to author-publisher relationships. *Prerequisite, Feature Article Writing 35.505.* FALL. SPRING. Crawford.

RESEARCH

Seminar in Journalism 35.700

LANGUAGES

RUBERTA OLDS

Chairman of the Department

THE DEPARTMENT OF MODERN LANGUAGES offers courses of study in French, German, Russian, and Spanish. The introductory courses are given intensively to equip the student to pursue further courses with a mastery of fundamentals in the first year. Fluency in speaking, reading, and writing a language as the natural medium of meaningful human expression is the University objective for its students who must use language in everyday communication as well as in the understanding of the cultures of other peoples. The inductive program of instruction strives to achieve a balance between linguistic theory and explanation in the classroom on the one hand and audition and imitation in the laboratory on the other. Theoretical instruction and practical drills are given at the beginning on the phonetic pattern with syntactical and grammatical elements being progressively introduced. The student learns first the phonetic pattern, then the structural and vocabulary material for reading, and finally acquires the ability to write. The language laboratory equipped with thirty-two semi-sound proof booths, tape recorders, individual recording cabinets, and audio-visual apparatus makes possible tri-sensory practice when the student reads the text as he murmurs the words and listens to the recorded version. Students may join one of the four active language clubs, may participate in the abundant foreign language programs in Washington which are closely related to the various diplomatic missions, and may make friends with foreign students. The student may attend foreign language lectures, cinemas, and other programs which make a world capital so rich in its contribution to language study. A student anticipating graduate and professional study or who plans a career in science, medicine, or art should acquire a command of French or German. The Department provides language tool courses to prepare graduate students to meet their language examinations for advanced degrees. All language courses are offered in Hurst Hall. The tuition charge is uniformly \$15.00 a credit hour for parttime students. In all courses marked with an asterisk a laboratory and equipment fee of \$5.00 will be charged to all except fulltime undergraduate students.

BASIC COURSES

General Linguistics [1] 37.100

Introduction to language study. General phonetics, theory of linguistic analysis, survey of historical and descriptive linguistics. Saturday morning section of all language courses in the department numbered below 200. May be elected separately. FALL. Wyatt.

ENGLISH

*** English for Foreign Students 37.110**

English taught as a foreign language. Instructional method identical with introductory 100-level modern foreign language courses. Course includes *General Linguistics* 37.100. FALL. SUMMER. Clendenin.

*** English for Foreign Students 37.111**

Sequence course preparing student studying English as a foreign language to enter

first year basal English courses. *Prerequisite, English for Foreign Students* 37.110 or permission of the instructor. SPRING. SUMMER. Clendenin.

FRENCH

*** French [6] 37.120**

Intensive one-session oral-aural approach. Practice in hearing, understanding, and speaking idiomatic French. Inductive presentation of grammar and syntax. Dictation. Daily tri-sensory practice in language laboratory. Tape recordings. Readings in English on French civilization and culture. Course includes *General Linguistics* 37.100. FALL. Wyatt.

*** French 37.121**

Course identical with first part of French 37.120 except in time schedule and degree of intensity. Course includes *General Linguistics* 37.100. FALL. SUMMER. Etienne.

*** French 37.122**

Course identical with second part of French 37.120 except in time schedule and degree of intensity. *Prerequisite, French 37.121.* SPRING. SUMMER. Etienne.

*** Intermediate French [6] 37.220**

Intensive one-session course completing basal two-year language requirement. Hearing, understanding, and speaking idiomatic French with increasing attention to reading. Daily tri-sensory practice in the language laboratory. Dictation; tape recordings. Readings in 19th and 20th century French literature. *Prerequisite, French 37.120 or French 37.121 and 37.122.* SPRING. Wyatt.

*** Intermediate French 37.222**

Course identical with first part of Intermediate French 37.220 except in time schedule and degree of intensity. *Prerequisite, French 37.122, two years of secondary school French, or a qualifying examination.* FALL. SUMMER. Etienne.

*** Intermediate French 37.223**

Course identical with second part of Intermediate French 37.220 except in time schedule and degree of intensity. *Prerequisite, Intermediate French 37.221.* SPRING. SUMMER. Etienne.

Reading in French 37.320

Syntactical, grammatical, and vocabulary emphasis based on proficiency acquired in basal courses. Discussion, dictation, composition. Conversation based on readings of modern French prose. Weekly hour listening to recorded passages selected from the text. *Prerequisite, Intermediate French 37.220, Intermediate French 37.222 and 37.223, four years of secondary school French, or qualifying examination.* FALL. Wythe.

Advanced French 37.321

Advanced reading, composition, and discussion. *Prerequisite, Reading in French 37.320.* SPRING. Wythe.

LITERATURE

Courses conducted in French; speaking fluency a prerequisite

French Literature 37.322

Survey of French literature from its beginning to the romantic period. Reading of texts from La Chanson de Roland to Voltaire and Rousseau. *Prerequisite, Intermediate French 37.220 or 37.222 and 37.223 or qualifying examination.* FALL. Wythe.

French Literature 37.323

Survey of French literature from romanticism to contemporary period. Readings from Chateaubriand to André Gide. Emphasis on spiritual and intellectual heritage of each succeeding literary generation. *Prerequisite, French Literature 37.322 or qualifying examination.* SPRING. Wythe.

Classical French Literature 37.324

Emergence and growth of the classical ideal during the reign of Louis XIV. Study centered on 17th century writers other than dramatists: Descartes, Pascal, Boileau, Bossuet, La Fontaine, La Rochefoucauld, and Fénelon. *Prerequisite, French Literature 37.323 or qualifying examination.* 1951 FALL AND ALTERNATE YEARS. Wyatt.

Classical French Drama 37.325

The three great 17th century French dramatists: Corneille, Racine, and Molière. Study of humanistic values expressed in their masterpieces. *Prerequisite, Classical French Literature 37.324 or qualifying examinations.* 1952 SPRING AND ALTERNATE YEARS. Wyatt.

The French Renaissance 37.420

Renaissance and humanistic movement as expressed in France in the 16th century. Rabelais, the Pleiade, Ronsard, and Montaigne. *Prerequisite, permission of the instructor.* 1952 FALL AND ALTERNATE YEARS. Wyatt.

18th Century France: Men and Ideas [3] 37.421

Fundamental attitudes and ideas of Age of Enlightenment as reflected in Montesquieu, Diderot, the Encyclopedists, Voltaire, and Rousseau. *Prerequisite, permission of the instructor.* 1952 SPRING AND ALTERNATE YEARS. Wyatt.

French Romanticism 37.422

Development and flowering of romantic movement in early 19th century French literature. Analysis of sentiments of romanticists. *Prerequisite, permission of the instructor.* 1951 FALL AND ALTERNATE YEARS. Wyatt.

French Realism 37.423

19th century French literature from decline of romanticism to turn of century. Attention to various literary generations and significant periods of literary expression known as realism, naturalism, and symbolism. *Prerequisite, permission of the instructor.* 1952 SPRING AND ALTERNATE YEARS. Wyatt.

Contemporary French Theater 37.520

Critical study of representative plays including Paul Claudel, Jules Romains, Jean Jacques Bernard, Jean Giraudoux, Henri de Montherlant, and Jean Paul Sartre. *Prerequisite, permission of instructor.* 1952 SUMMER. Wyatt.

Contemporary French Novel 37.521

Critical study of major trends in French novel since 1919. Mauriac, Duhamel, Gide, Malraux, Giraudoux, du Gard, Fournier, and Proust. *Prerequisite, permission of the instructor.* SUMMER. Wyatt.

Advanced French Grammar and Conversation 37.522

Oral and written practice in linguistic facts and stylistics. Emphasis on oral fluency and written accuracy of idiomatic French. Extensive readings and discussion. Required course for students concentrating in French. *Prerequisite, permission of the instructor.* 1953 SPRING AND ALTERNATE YEARS. Wyatt.

Social Science French 37.523

French bibliographies. Readings in French social science. Reading and discussion of contemporary French social science newspapers and journals. *Prerequisite, permission of the instructor.* 1951 FALL AND ALTERNATE YEARS. Correll.

Masters of French Criticism 37.524

Seminar for advanced students having sufficient preparation and scholarly attitude

toward methods of literary criticism. Spirit and methods of eminent French critics considered and weighed. *Prerequisite, permission of the instructor.* 1953 SPRING AND ALTERNATE YEARS. Wyatt.

GERMAN*** German [6] 37.130**

Intensive one-session oral-aural approach. Practice in hearing, understanding, and speaking idiomatic German. Inductive presentation of grammar and syntax. Dictation. Daily tri-sensory practice in language laboratory. Tape recordings. Readings in English on German civilization and culture. *Course includes General Linguistics 37.100.* FALL. Frank.

*** German 37.131**

Course identical with first part of German 37.130 except in time schedule and degree of intensity. *Course includes General Linguistics 37.100.* FALL. Lederer.

*** German 37.132**

Course identical with second part of German 37.130 except in time schedule and degree of intensity. SPRING. Lederer.

*** Intermediate German [6] 37.230**

Sequence course. Completing basal two-year language requirement. Intensive one-session course. Hearing, understanding, and speaking idiomatic German with increasing attention to reading. Daily tri-sensory practice in the language laboratory. Dictation, tape recordings. Readings in German literature. *Prerequisite, German 37.130.* SPRING. Frank.

Intermediate German 37.232

Course identical with first part of Intermediate German 37.230 except in time schedule and degree of intensity. *Prerequisite, German 37.133, two years of secondary school German, or qualifying examinations.* FALL. Lederer.

Intermediate German 37.233

Course identical with second part of Intermediate German 37.230 except in time schedule and degree of intensity. *Prerequisite,*

site, *Intermediate German* 37.232. SPRING. Lederer.

Reading in German 37.330

Syntactical, grammatical, and vocabulary emphasis based on proficiency acquired in basal courses. Discussion, dictation, composition. Oral discussion based on readings of modern German prose. Weekly hour listening to recorded passages selected from the text. *Prerequisite, Intermediate German* 37.230 or the equivalent, four years of secondary school German, or qualifying examination. FALL. Frank.

Reading in German 37.331

A continuation of *Reading in German* 37.330 which is a prerequisite to this course. Advanced reading, composition, and discussion. SPRING. Frank.

LITERATURE

Courses conducted in German; speaking fluency a prerequisite

German Literature: 18th to 19th Century 37.322

Survey of German literature from old high German period through the classical period to 19th century romanticism. *Prerequisite, Intermediate German* 37.230 or 37.232 and 37.233 or qualifying examination. FALL. Frank.

German Literature: 1795-1910 37.333

Movements in German thought in 19th century. Selected writings. *Prerequisite, Advanced German* 37.331 or qualifying examination. SPRING. Frank.

German Classical Period 37.430

German literature from rationalism and the English influence to transition from classicism to romanticism. Attention to Lessing, Herder, Goethe, Schiller, Kant, and Fichte. *Prerequisite, permission of the instructor.* 1951 FALL AND ALTERNATE YEARS. Frank.

Lessing 37.431

Lessing as symbol of 18th century movements in German thought. Revolt against artificial classicism. Rational criticism of

literature and art. Foundations of modern German drama. Preparation for work of Kant, nature of "Aufklärung," humanistic ideals. Extensive reading of works of Lessing and of collateral works of the age. 1952 SPRING AND ALTERNATE YEARS. Frank.

Goethe 37.530

Intensive study of life, times, and representative works of Goethe. Reading of *Faust*. *Prerequisite, permission of instructor.* 1951 FALL AND ALTERNATE YEARS. Frank.

Schiller 37.531

Intensive study of life, times, and representative works of Schiller. His ideas, psychology as expressed in drama, and moral and artistic standards. *Prerequisite, permission of instructor.* 1953 SPRING AND ALTERNATE YEARS. Frank.

Advanced German Grammar and Conversation 37.532

Oral and written practice in linguistic facts and stylistics. Emphasis on oral fluency and written accuracy of idiomatic German. Extensive readings and discussion. Required course for students concentrating in German. *Prerequisite, permission of instructor.* 1952 FALL AND ALTERNATE YEARS. Frank.

Social Science German 37.533

Bibliographies. Reading and discussion of contemporary German social science, newspapers, and journals. *Prerequisite, permission of the instructor.* 1952 FALL AND ALTERNATE YEARS. Correll.

RUSSIAN

* Russian 37.140

Oral-aural approach. Practice in hearing, understanding, and speaking idiomatic Russian. Inductive presentation of grammar and syntax. Dictation. Language Laboratory. *Course includes General Linguistics* 37.100. FALL. Fessenko.

* Russian 37.141

Continuation of Russian 37.140. Increasing attention to reading. Language laboratory. SPRING. Fessenko.

*** Intermediate Russian 37.240**

Grammar and vocabulary. Oral discussions based on readings in simple Russian literature. Language laboratory. Weekly hour listening to recorded passages selected from the texts. *Prerequisite, Russian 37.141, two years of secondary school Russian, or qualifying examination.* FALL. Fessenko.

*** Intermediate Russian 37.241**

Continuation of *Intermediate Russian 37.-240* which is a prerequisite to this course. SPRING. Fessenko.

SPANISH*** Spanish [6] 37.150**

Intensive one-session oral-aural approach. Practice in hearing, understanding, and speaking idiomatic Spanish. Inductive presentation of grammar and syntax. Dictation. Daily tri-sensory practice in language laboratory. Tape recordings. Readings in English on civilization and culture of Spanish-speaking countries. *Course includes General Linguistics 37.100.* FALL. Olds and Wythe.

*** Spanish 37.152**

Course identical with first part of Spanish 37.150 except in time schedule and degree of intensity. *Course includes General Linguistics 37.100.* FALL. SUMMER. Wythe.

*** Spanish 37.153**

Course identical with second part of Spanish 37.150 except in time schedule and degree of intensity. SPRING. SUMMER. Wythe.

*** Intermediate Spanish [6] 37.250**

Intensive one-session course completing basal two-year language requirement. Hearing, understanding, and speaking idiomatic Spanish with increasing attention to reading. Daily tri-sensory practice in the language laboratory. Dictation; tape recordings. Readings in 19th and 20th century Spanish literature. *Prerequisite, Spanish 37.150 or 37.152 and 37.153, two years of secondary school Spanish, or qualifying examination.* SPRING. Olds and Wythe.

*** Intermediate Spanish 37.252**

Course identical with first part of Intermediate Spanish 37.250 except in time schedule and degree of intensity. *Prerequisites identical with 37.250.* FALL. Wythe.

*** Intermediate Spanish 37.253**

Course identical with second part of Intermediate Spanish 37.250. *Prerequisite, Intermediate Spanish 37.252.* SPRING. Wythe.

Reading in Spanish 37.350

Syntactical, grammatical, and vocabulary emphasis based on proficiency acquired in basal courses. Discussion, dictation, composition. Conversations based on readings of modern Spanish prose. Weekly hour listening to recorded passages selected from the text. *Prerequisite, Intermediate Spanish 37.250 or 37.252 and 37.253, four years of secondary school Spanish, or qualifying examination.* FALL. Wythe.

Reading in Spanish 37.351

Continuation of Advanced Spanish 37.350. Advanced reading, composition, and discussion. *Prerequisite, Reading in Spanish 37.-350.* SPRING. Wythe.

LITERATURE

Courses conducted in Spanish; speaking fluency a prerequisite

Spanish Literature 37.352

Survey of Spanish literature from epic to romantic period. Readings from Poema del Cid through Siglo de Oro. *Prerequisite, Intermediate Spanish 37.350 or 37.352 and 37.353, or qualifying examination.* FALL. Olds.

Spanish Literature 37.353

Survey of Spanish literature from romanticism to contemporary period. Reading of texts from El Duque de Revas and Espronceda to Jiménez. Emphasis on artistic and cultural standards of each period. *Prerequisite, Advanced Spanish 37.351 or qualifying examination.* SPRING. Olds.

Novel of the Golden Age 37.354

Development and types of Spanish novel. Intensive study of Cervantes with emphasis on *Don Quixote*. *Prerequisite, permission of instructor.* 1952 FALL AND ALTERNATE YEARS. **Olds.**

Drama of the Golden Age 37.355

Intensive study of the works of Lope de Vega, Tirso de Molina, Ruiz de Alarcón, and Calderon de la Barca. 1953 SPRING AND ALTERNATE YEARS. **Olds.**

Modern Spanish Drama 37.450

Critical study of representative plays including Echegaray, Benavente, Quintero Brothers, Marquina, Martinez Sierra, and Garcia Lorca. *Prerequisite, permission of the instructor.* 1952 FALL AND ALTERNATE YEARS. **Olds.**

19th Century Regional Novel 37.451

Fundamental attitudes and ideas of regional novelists. Valera, Alarcón, Pereda, Galdós, Valdés, and Ibáñez. *Prerequisite, permission of the instructor.* 1953 SPRING AND ALTERNATE YEARS. **Olds.**

Spanish-American Literature: 1519-1888 37.550

Development of Spanish literature from Chronicles to period of modernism. Consideration of historical and social factors. Epic of Araucana to Mitre. *Prerequisite, permission of instructor.* 1951 FALL AND ALTERNATE YEARS. **Olds.**

Spanish-American Literature 37.551

Modernism to contemporary period. Nájera through Mistral. *Prerequisite, permission of the instructor.* 1952 SPRING AND ALTERNATE YEARS. **Olds.**

Advanced Spanish Grammar and Conversation 37.552

Oral and written practice in linguistic facts and stylistics. Emphasis on oral fluency and written accuracy of idiomatic Spanish. Extensive readings and discussion. Required course for students concentrating in Spanish. *Prerequisite, permission of instructor.* FALL. **Wythe.**

Social Science Spanish 37.553

Bibliographies. Readings and discussion of contemporary Latin-American social science, newspapers, and journals. *Prerequisite, permission of instructor.* SUMMER. **Davis.**

Contemporary Spanish Literature 37.554

Generation of 1898 and contemporary poets, novelists, dramatists, philosophers, and critics. *Prerequisite, permission of the instructor.* 1952 FALL. **Olds.**

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project: French, German, or Spanish 37.390

Upperclass Research Project: French, German, or Spanish 37.490

Integrating Seminar (1) 37.491

LAW

DAVID R. BOOKSTAVER

Dean of the Washington College of Law

THE WASHINGTON COLLEGE OF LAW is a professional division of The American University offering in both day and evening schedules a program of studies leading to the degree of bachelor of laws. Its purpose is to provide a thorough legal education, to prepare its graduates for the practice of law in any of the states, and to give professional legal foundations for careers in public service. To accomplish these objectives the curriculum and student activities are planned to combine a knowledge of legal principles with the ability to apply them. The faculty presents courses in a way designed (1) to establish the underlying principles of the law considered historically and logically, and (2) to develop in the student the power to analyze so that he can exercise sound judgment and discrimination in making practical application of these principles in the practice of law. The College seeks further to develop in the student a consciousness of the responsibility of the lawyer to society for the improvement of the law and human welfare in the practice of the law, in the public service, and in the office of the private citizen. The Washington College of Law is fully accredited, being a member of the Association of American Law Schools and on the approved list of the Council of Legal Education and Admissions to the Bar of the American Bar Association and of the United States District Court for the District of Columbia. The Washington College of Law is conveniently located at 20th and G Streets, in downtown Washington midway between the White House and the Department of State.

FIRST-YEAR COURSES

Agency [2] 37.500

Distinction between agent, servant, and independent contractor; creation, incidents, and termination of the agency relation; apparent authority, ratification, undisclosed principal, irrevocable agencies. FALL. Myers. Shields*.

Constitutional Law [4] 37.501

Judicial interpretation and enforcement of written constitutions; the nature, theory, and effect of judicial review; the theory of the separation of powers; the Federal system; the powers of the national government, including the power to regulate interstate and foreign commerce; the Bill of Rights; the 14th Amendment; due process and equal protection; privileges and immunities of citizens of the United States; the power of eminent domain; retroactive and *ex post facto* laws; the contract clause; constitutional revision and amendment. SPRING. Franchino.

Contracts [6] 37.502

Principles of contracts, including the formation of simple contracts; sealed contracts; offer and acceptance; effect of misrepresentation and mistake; the doctrine of considera-

tion; third-party beneficiaries; contracts within the Statute of Frauds; assignment of contracts; joint and joint and several contracts; performance and breach of contracts; compromise agreements and discharge of contracts; illegal contracts. FALL. Mooers.

Criminal Law 37.503

Criminal law in general; the mental element; capacity to commit crimes; the nature of selected common law and statutory felonies and misdemeanors; selected problems in criminal procedure. SPRING. Myers. Welsh.

Legal Bibliography [1] 37.504

Analysis and use of legal codes, digests, encyclopedias, citators, and search tools through assignment of individual problems involving research in the more important sets of books. FALL. Notz.

Procedure [4] 37.505

Study of cases in common law pleading covering forms of action, joinder of parties and causes, demurrers and motions, dilatory pleadings, pleas, replication; setoff and counterclaim; extraordinary legal remedies; declaratory judgments; representative suits; cases in equity pleading; the Code ideals in pleading and procedure; jurisdiction and

venue; proceedings after verdict, including motions for new trial, in arrest of judgment, *non obstante*, the doctrine of *aider by verdict* and model Code provisions with respect thereto. SPRING. **Moore**s.

Property I 37.506

Possession, including acquisition, actual, constructive, unconscious, involuntary, and adverse possession. Bailments. Liens and pledges. Gifts. Accession and confusion. Problems related to *bona fide* purchasers of personal property. Estates in land: freehold and non-freehold possessory estates, marital estates, concurrent estates. Landlord and tenant. SPRING. **Bookstaver**.

Torts [4] 37.507

Important civil wrongs not arising out of contract; intentional and negligent injuries to persons, to real and personal property, and to intangibles. FALL. **Myers**. **Bress**.

ADVANCED COURSES

Administrative Law 37.600

Constitutional background for administrative agencies. Statutes and administration, procedures, hearings, decisions, rule-making, adjudication. Judicial control of agency action. Federal Administrative Procedure Act. FALL. **Franchino**. SPRING [2 hours.] **Breithaupt**.

Business Associations [4] 37.601

Brief consideration of the law of partnership in its various aspects, including the formation and dissolution of partnerships and the rights of partners and creditors in solvent and insolvent firms; the nature, powers, and obligations of private corporations, including the effect of *ultra vires* acts, together with a consideration of the rights and duties of promoters, officers, directors, and stockholders, and of the rights of creditors and others against the corporation. FALL. **Fuchs**.

Conflict of Laws 37.602

Impact on doctrines of conflict of laws of: domicile, jurisdiction of courts, foreign judgments, torts, contracts, the internal law of the forum, property, family law, administra-

tion of estates, corporations. SPRING. **Franchino**.

Creditors' Rights 37.603

Fraudulent conveyances, enforcement of judgments, assignments for the benefit of creditors, creditors' agreements, receiverships, corporate reorganization, and bankruptcy, including bankruptcy jurisdiction and administration. SPRING. **Fuchs**.

Damages [2] 37.604

Nominal and exemplary damages; compensatory damages; direct and consequential damages in tort and contract cases; aggravation and mitigation of damages; liquidated damages; value; interest; counsel fees and other expenses of litigation; non-pecuniary losses; entirety of recovery; damages in specifications. 1952 SUMMER. **Welsh**.

Domestic Relations [2] 37.605

Legal consequences of marital contracts. Grounds for dissolution of marriage. Annulment, divorce and separation, alimony, antenuptial debts and contracts. Wife's earnings. Rights and obligations of parent and child. Contracts and torts of infants. 1952 SUMMER. **Bookstaver**.

Equity [4] 37.606

General nature of equitable jurisdiction. The *in personam* concept. Specific performance of contracts, specific relief against torts. General and particular equitable remedies. FALL. **Myers**. **Lesser**.

Evidence [4] 37.607

Proof of facts in issue. Purpose and necessity of exclusionary rules; the hearsay rule. Examination, competency, and privilege of witnesses. Parole evidence rule. Judicial notice. FALL. **Welsh**.

Federal Jurisdiction and Procedure 37.608

Jurisdiction of the federal courts. Removal of causes from state to federal courts, venue. Historical background of federal rules of civil procedure, detailed discussion of federal rules of civil procedure, recent amendments, leading cases showing

application and interpretation of the rules. Comparison of federal rules with state codes governing procedure. FALL. **Yarmolinsky. Breithaupt.**

Insurance 37.609

Life, accident, and property insurance. The insurance contract. Insurable interest, rights of beneficiary, insured and assignee, rights of creditors, tax aspects, methods of settlement, risk covered, rights and powers of insurer. 1951 SUMMER. **Drain.**

Labor Law [2] 37.610

Common law and statutory bases for regulation of labor relations. Strikes, boycotts, and other means of self-help. Collective bargaining, rights and obligations of employers and labor organizations under the Labor Management Relations Act. Norris LaGuardia Act. Legal status and responsibilities of unions. 1951 SUMMER [3 hours.] **Fuchs.**

Legal Accounting [2] 37.611

Introduction to accounting techniques and to interpretation of financial statements. Emphasis on problems found in practice of the law. SPRING. **Hopkins.**

Legal Writing [1] 37.612

Analysis of legal problems. Collection of material and authorities. Mechanics of legal writing. Preparation of opinions and articles. *Admission requires approval of Dean.* FALL. SPRING. **Bookstaver.**

Legislation [2] 37.613

Historical evolution of the legislative process, its present nature and extent. Supplementary rules and regulations. Technique of bill drafting. Principles of statutory construction. FALL. **Netherton.**

Moot Court [2] 37.614

Practice court conducted on pattern of district court of the United States. Preliminary investigation of facts, preparation of case for trial, trial briefs, consideration of trial tactics. Conduct of civil actions to final judgment including preparation of complaint, responsive pleadings and motions, impaneling jury, examination and cross-ex-

amination of witnesses, prayers, argument to court and jury, procedure on appeal. SPRING. **Mooers.**

Negotiable Instruments [3] 37.615

Origin of negotiable instruments. Requisites of negotiability, transfer and negotiation, bank collection problems. Holders in due course. Equities and defenses. Liability of parties. Discharge of instrument, discharge of parties. FALL. **Fuchs. Waddell.**

Patent Law I [2] 37.616

History, theory, and philosophy of patent system. Practice and procedure in preparation and prosecution of patent applications including interferences, appeals, and patent conveyancing. FALL. **Robillard.**

Patent Law II [2] 37.617

Substantive law of patents. Enforcement of patents. Patent litigation in all branches including patent fraud, patent and anti-patent trust problems, license litigation, and suits by or against the sovereign. SPRING. **Robillard.**

Property II 37.618

Statute of uses. Modern land transaction: statute of frauds, contracts, mortgages and deeds, covenants for title, recording, title examination, title registration, title insurance. Covenants and servitudes. Easements, licenses and profits. Lateral and subjacent support. Water rights. Air rights. SPRING. **Bookstaver.**

Property III 37.619

Future interests: history and development, remainders, reversions, possibilities of reverter, conditions, conditional and executory limitations. Powers of appointment. Problems in construction. Restraints on creation of future interests. Rule against perpetuities. Suspension of alienation. Accumulations. FALL. **Bookstaver.**

Restitution 37.620

Quasi-contractual obligation compared with the contract and tort obligations. Doctrine of unjust enrichment. Legal consequences of mistakes of law and fact. Rescission and reformation. FALL. **Franchino.**

Sales [2] 37.621

Transfer of property interest in goods. Subject matter, price, legal formalities. Divided property interests. Stoppage *in transitu*, conditional sales, approval, consignment and bulk sales. Warranties. Payment, inspection, and acceptance. Remedies. SPRING. Myers.

Security Transactions 37.622

Real and personal security. Legal mortgages. Security holder's choice of remedies. *Not offered 1951-1952.*

Taxation 37.623

Jurisdiction to tax and other constitutional limitations. Legal problems presented by the tax system, with particular attention to Federal income tax. SPRING. Fuchs.

Trade Regulation [2] 37.624

Government control over all forms of unfair trade practices as well as combinations in restraint of trade and monopoly. False and misleading advertising. Misappropriation of

business ideas and assets. Disparagement of competitors. Unfair methods of competition. Federal trade commission act, fair trade laws, Robinson-Patman act, unfair sales act, federal food, drug and cosmetic act, Clayton act. Resale price maintenance, price discrimination, selling below cost, and loss leaders, adulteration and misbranding, exclusive arrangements and tie-in regulations. FALL. Drain. SPRING. Fuchs.

Trusts 37.625

Trust relation and its development. Necessary elements and manner of creation. Powers, duties, rights, and liabilities of trustees and *cestui que* trusts. Resulting and constructive trusts. SPRING. Myers.

Wills [2] 37.626

Descent and distribution. Property rights of surviving spouse. Making and executing of wills. Testamentary capacity, testamentary character and intent. Integration, revocation, ademption, abatement, and lapse. Probate and administration. Problems in estate taxation. FALL. Franchino.

MATHEMATICS

WALTER F. SHENTON AND JOHN H. SMITH
Chairmen of the Departments

The study of mathematics encourages the student (1) to do clear, concise thinking, (2) to develop powers of reasoning, (3) to understand the mathematical backgrounds and techniques necessary for advanced work in the natural sciences, engineering, and quantitative research in the social sciences, and (4) to use mathematics in its various applications. The graduate program, which is intimately related to the Graduate School of the National Bureau of Standards and, in particular, to its Division of Applied Mathematics, presents a broad curriculum of advanced mathematical studies taught by internationally renowned specialists. The University offers a series of public lectures delivered by distinguished mathematicians on problems concerned with the solution of systems of simultaneous equations and the determination of characteristic values. The tuition charge for graduate mathematics courses is \$15.00 a credit hour.

Mathematics in Human Affairs: Basic Operations 41.100

History of mathematical methods. Practice in handling computations. Basic arithmetic, geometry, and algebra. Use of logarithms and the slide rule. Course planned to meet the needs of students who desire a general understanding of the operations of arithmetic, geometry, and algebra. FALL. SPRING. *Person.*

Mathematics in Human Affairs: Advanced Operations 41.101

Fundamentals of trigonometry. Application of logarithms to trigonometry. Chains of related numbers. Introduction to the mathematics of business and statistics. Related rates—the basis of the calculus. *Prerequisite, Mathematics in Human Affairs: Basic Operations 41.110.* SPRING. *Person.*

College Algebra 41.110

Linear and quadratic equations and their graphs. Exponents and logarithms. Mathematical induction and the binomial theorem. Arithmetic and geometric progressions. Permutations, combinations, and probability. Systems of linear equations and use of determinants. *Prerequisite, one year of high school algebra.* FALL. SPRING. SUMMER. *Clark. Person.*

Trigonometry and Analytic Geometry 41.140

Trigonometric functions, equations, and identities. Equations and their loci. Lines

and circles. Translation and rotation of axes. Parabolas, ellipses, and hyperbolas. General equation of second degree. Parametric representation. Polar co-ordinates. *Prerequisite, College Algebra 41.110.* SPRING. SUMMER. *Byham. Person.*

Fundamentals of Business Mathematics 41.160

Mathematical operations basic to work in accounting, statistics, finance, and related business subjects. Accuracy in computations in terms of decimal places and significant digits. Applications of percentages and ratios. Arithmetic and geometric progressions. Logarithms. Interpolation. Linear equations. Applications of simple and compound interest to investment accumulation, discounting, annuities, amortization, capitalization, and sinking funds. *Prerequisite, one year of high school algebra.* FALL. SPRING. *Byham.*

Differential and Integral Calculus¹ 41.220

Development of the idea of differentiation of polynomial functions and its major applications followed at once by the integration of these functions and the calculation of areas and volumes. Differentiation of general algebraic and transcendental functions. Application to maxima and minima, related rates, velocity and acceleration, radius of curvature, and Newton's method of approximation of the roots of any equation. *Prerequisite, Trigonometry and Analytic Geometry 41.140.* FALL. SUMMER. *Person. Simmons. Shenton.*

Differential and Integral Calculus² 41.221

Tracing plan curves in rectangular and polar co-ordinates. General problem of integration. Definite integrals, applications to science and geometry. Approximate integration, indeterminate forms. *Prerequisite, Differential and Integral Calculus¹ 41.220.* SPRING. SUMMER. Person. Shenton. Simmons.

Linear Algebra 41.310

Determinants, minors and cofactors, linear substitutions and the corresponding matrices, operations of matrix algebra, use of reciprocal matrix in the solution of systems of linear equations. Linear, bi-linear, and quadratic forms, especially positive definite forms. Canonical forms, orthogonal transformations. *Prerequisite, a course in the calculus.* FALL. Shenton.

Theory of Equations 41.311

Complex numbers, quadratic equations, remainder theorem, real and complex roots of polynomials, limits to real roots, impossible constructions by ruler and compasses, solutions of cubic and quartic equations, derivatives and graphs, isolation of roots, numerical solution of equations by Horner's and Newton's methods, symmetric functions. *Prerequisite, Linear Algebra 41.310.* 1953 SPRING AND ALTERNATE YEARS. Shenton.

Advanced Topics in the Calculus 41.320

Review and extension of integration and its applications. Expansion of various functions by Taylor's and MacLaurin's theorems. Hyperbolic functions, partial differentiation, multiple integrals, use of a table of integrals. *Prerequisite, Differential and Integral Calculus² 41.221.* FALL. Shenton.

Differential Equations 41.321

Simple differential equations, particular solutions and simple applications, equations of the first order and first degree, simultaneous equations, first order equations of higher degree, linear equations with constant coefficients, miscellaneous equations of higher order, integration in series. *Pre-*

requisite, Advanced Topics in the Calculus 41.320. SPRING. Shenton.

Solid Analytic Geometry 41.440

Coordinate geometry of curves and surfaces in three-dimensional space with emphasis on straight lines, planes, and quadric surfaces. *Prerequisite, Linear Algebra 41.310.* SPRING. Shenton.

Matrix Theory 41.510

Fundamental definitions, operations with matrices, equivalent matrices, lambda matrices, latent roots and latent vectors, canonical forms, numerical methods, applications to systems of linear ordinary differential equations, applications to linear dynamical problems. *Prerequisite, Linear Algebra 41.310.* FALL. Levin.

Modern Algebra 41.511

Semigroups and groups; invariant subgroups; factor groups; homeomorphisms; rings, integral domains, fields; polynomial rings; principal ideal domains; groups with operators; modules and ideals; lattices; Boolean algebra. *Prerequisite, Linear Algebra, 41.310.* SPRING. Rees.

Introduction to Analysis [6] 41.520-521

A two-session course. Numbers and functions, integration and differentiation, power series, Fourier series, functions of several variables, partial differentiation, iterated and multiple integrals, line, surface, and space integrals. Differential equations, vector analysis, calculus of variations, functions of a complex variable. Applications stressed. Some functions of higher analysis studied. *Prerequisite, Differential and Integral Calculus 41.321.* FALL. SPRING. Alt.

Special Functions 41.524

Fundamental properties of the higher mathematical functions such as Gamma and Bessel functions; Legendre, Hermite, Laguerre and Chebyshev polynomials. Topics studied include differential equations, series expansions, integral representations, asymptotic expansions, determination of zeros. *Prerequisite, Differential Equations 41.321 and Introduction to Analysis 41.520-521.* SPRING. Oberhettinger.

The Fourier Transform 41.525

Foundations of theory of measure. Review of Riemann integral, Lebesgue and Lebesgue-Stieltjes integrals, linear operators and integral transforms in general, convergence and summability, Tauberian theorems. Applications, vibration theory, heat conduction, electromagnetic theory, differential equations, difference equations, integral equations, probability. *Prerequisite, Introduction to Analysis 41.520-521.* SPRING. **Fletcher.**

Operational Calculus 41.526

Theory and application of the Laplace transform. Solution of ordinary and partial differential equations, inversion theorem, Heaviside's methods, applications to electric circuit theory. *Prerequisite, Introduction to Analysis 41.520-521.* 1952 FALL. **Abramowitz.**

Advanced Ordinary Differential Equations 41.527

Differential equations of the second order. Solutions by contour integration. Sturm-Liouville theory. Approximation methods. *Prerequisite, Differential Equations 41.321 and Introduction to Analysis 41.520-521.* 1953 SPRING. **Abramowitz.**

Vector Analysis 41.528

Detailed study of vector algebra and calculus, linear vector functions, and dyadics. Applications to geometry, mechanics, electricity, and magnetism. *Prerequisite, Introduction to Analysis 41.520-521.* 1952 FALL. **Abramowitz.**

Advanced Numerical Analysis [6] 41.560-561

A two-session course. Solution of simultaneous linear equations, interpolation, finite differences, numerical differentiation and integration, numerical approximations by orthogonal functions, least squares, asymptotic representation, difference equations, numerical solutions of ordinary and partial differential equations, and integral equations by various methods, continued fractions, calculations of inverses of matrices of large order by various methods, eigenvalues of

matrices. Topics in table-making, how to plan and use tables, optimum interval tables, differencing. *Prerequisite, Differential and Integral Calculus² 41.221.* FALL AND SPRING. **Todd and Staff.**

Advanced Theory and Use of Modern Computing Equipment 41.562

Mathematical requirements for electronic digital computers. Alternative methods of sequencing automatic computers, instruction codes. Electronic computer systems and components: internal memory, control, arithmetic unit, input-output devices. Performance characteristics of electronic computers, analysis of errors, preparation of problems for machine solutions, analysis of design features of electronic digital computing machines including treatment of control systems, arithmetic organs, and memory devices. Advanced programming methods and exercises in coding problems for solution on the machines. *Prerequisite, Fundamentals of Statistics 69.200 or equivalent and advanced work in engineering, mathematics, statistics, or physics.* SPRING. **Cannon and Staff.**

Calculus of Finite Differences 41.565

Mathematics of functions defined or tabled for certain values of x . Differences, interpolation, expansion of functions, especially in factorial form. Summation, generating functions, and difference equations. Numerical integration, graduation, and other approximations. *Prerequisite, Differential and Integral Calculus² 41.221.* 1953 SPRING AND ALTERNATE YEARS. **Blanche.**

Linear Programming and Game Theory [4] 41.580-581

A two-session course. Theory of linear inequalities, properties of convex cones, maximization of linear forms, introduction to game theory, application to game theory problems. Dual system of inequalities, minimization of maximum error, computation methods, simplex technique, the Brown-von Neumann technique, the Koopman-Tompkins projective methods, the Motzkin double descriptive and elimination techniques. Non-linear generalizations of Tucker and others. *Prerequisite, Differential and Integral Calculus 41.221, Matrix Theory 41.510, or sur-*

vey course in linear programming. FALL AND SPRING. Dantzig.

Complex Variables [6] 41.620-621

A two-session course. Basic definitions, necessary topological concepts, differentiation and integration of functions of a complex variable. Cauchy's theorem, Taylor and Laurent series, the elementary functions. Calculus of residues, singularities, analytic continuation. Entire functions, conformal mapping, approximation of polynomials in the complex domain, various special functions, period functions, multiple valued functions, Riemann surfaces. *Prerequisite, Introduction to Analysis 41.520-521.* FALL AND SPRING. Lukacs.

Real Variables [6] 41.622-623

A two-session course. Sets and classes, measure theory, summability of series, theories of integration, general set functions, locally compact space, Haar measure, measure and topology in groups. *Prerequisite, Introduction to Analysis 41.520-521.* FALL AND SPRING. Not offered in 1951-1952. Todd.

Calculus of Variations [2] 41.625

Classical problems. The brachistochrone problem, minimal surfaces, general problem for simple and multiple integrals, necessary and sufficient conditions for minima; fields of extremals, properties of the second variation, Hamilton-Jacobi theory. *Prerequisite, Introduction to Analysis 41.520-521.* SPRING. Abramowitz.

Topics in Applied Mathematics [6] 41.650-651

A two-session course. Mathematical techniques used to formulate and solve problems in physics and engineering. Differential equations of analytical mechanics, small oscillations of conservative and non-conservative, including dissipative, systems. Transient phenomena and operational calculus, Fourier series and Laplace transforms, finite difference calculus applied to physical systems, topology of non-linear differential equations, equations of wave motion and associated special functions such as Bessel functions. Variational methods and eigenvalue problems. *Prerequisite, Introduction to Analysis*

41.520-521. Knowledge of vector analysis. FALL AND SPRING. Cook.

Non-Linear Mechanics [6] 41.652-653

A two-session course. Analytical and topological methods, oscillatory systems, free and forced vibrations, non-linear restoring forces, iteration and perturbation methods of solution, methods of Duffing, Andronow, and Witt. Analysis of stability by use of Hill's and Mathieu's equations, Liapounoff's theorem, limit cycles and bifurcation theory of Poincaré, existence of periodic solutions. *Prerequisite, Introduction to Analysis 41.520-521.* FALL AND SPRING. Cannon.

Partial Differential Equations of Mathematical Physics [6] 41.654-655

A two-session course. Orthogonal functions and Fourier series, Fourier integrals, linear integral equations, variational methods, eigenvalue problems, vector wave equations. *Prerequisite, Introduction to Analysis 41.520-521.* Not offered in 1951-1952. Alt.

Probability Methods in Numerical Analysis 69.514

Mechanical quadrature by statistical sampling methods. Matrix inversion by sampling methods, approximate solutions of boundary value problems by probabilistic devices, statistical diffusion and transport problems, statistical solutions of eigenvalue problems, related theory of stochastic processes. *Prerequisite, Advanced course in mathematical statistics with a calculus prerequisite.* SPRING. Curtiss.

Theory of Probability for Physical Scientists [6] 69.517-518

A two-session course. Foundations of the theory of probability, random variables and distribution functions, multivariate distributions, special distributions, addition of independent random variables, differentiation and integration of random variables, Markoff chains, transition probabilities, ergodic properties, simple continuous Markoff processes, the Chapman-Smoluchowsky and the Fokker-Planck equations. *Prerequisite, Differential and Integral Calculus 41.221.* Some knowl-

edge of linear algebra desirable. Not offered in 1951-1952. **Lukacs.**

Design and Interpretation of Experiments 69.572

Introductory course concerned with setting forth (a) the characteristics of a good experiment, (b) experimental designs and the associated statistical techniques for analyzing the data, and (c) methods for improving the precision of experiments. Topics illustrated by examples. *Prerequisite, Fundamentals of Statistics 69.200 and advanced work in one of the natural sciences or in statistics.* FALL. **Youden.**

Theory of Measurement Procedures 69.523

Mathematical treatment of measurement processes based on modern developments in mathematical probability, statistical inference, and industrial process control. Measurement, scales, direct versus indirect measurement, limiting mean, true values, errors. Mathematical and statistical convergence, statistical techniques for detection and diagnosis of errors, precision versus accuracy. *Prerequisite, a first course in probability or modern statistical methods and advanced work in one of the natural sciences or in statistics.* SPRING. **Eisenhart and Staff.**

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project [3] 41.390

Upperclass Research Project 41.490

Integrating Seminar [1] 41.491

Graduate Reading Project 41.590

Graduate Research Project 41.690

Seminar in Modern Algebra [2] 41.710

Number theory in special algebraic number fields, finite groups and groups with a finite number of generators, non-associative hypercomplex systems, hypercomplex systems with rational coefficients, topological algebra, advanced problems in the theory of finite matrices. *Prerequisite, Modern Algebra 41.511 or consent of the instructor.* FALL. **Taussky—Todd.**

Seminar in Group Theory [2] 41.711

Elements of group theory, homomorphisms and operators, direct products, p-groups, special problems, e.g., Brownside problem. *Prerequisite, Modern Algebra 41.511.* 1952 FALL. **Taussky—Todd.**

Thesis Seminar in Mathematics 41.799

MUSIC

JAMES L. McLAIN
Chairman of the Department

THE DEPARTMENT OF MUSIC (1) recognizes music both in theory and in performance as an academic discipline, (2) develops an appreciation of music as a part of human culture, enriching and elevating daily living, (3) provides within the curriculum freedom for the performance of music and the definition of the musician-personality by the acquisition of manual and vocal skill and spiritual authority, (4) encourages participation in choral and instrumental groups to develop carry-over interests and skills that will make graduates of the University useful in the local communities where they live, (5) assists students in taking advantage of the rich variety of musical events offered in Washington, and (6) offers major sequences of studies with concentration in (a) music history and literature, (b) public school music, (c) piano, organ, voice, and orchestral instruments, and (d) theory. The chapel choir, choruses, and band provide opportunity for students with special musical abilities to participate in group musical experience.

Introduction to Theory [2] 43.100

General background for advanced courses. Fundamentals of musical knowledge. Elements of melody, harmony, and rhythm. Symbols and staff notation. Scales, intervals, and chords. *Credit may not be counted toward concentration requirements.* 1952 FALL.

Elementary Theory [4] 43.101

Theory course integrated to include harmony, ear-training, and sight singing. Chord construction, triads, and inversions. Simple rhythmic, melodic, and harmonic dictation. *Prerequisite, introduction to Theory 43.100 or its equivalent and some pianistic skill.* FALL. Smith.

Elementary Theory [4] 43.102

Dominant and secondary seventh chords. Non-chordal tones, simple modulations. Extended rhythmic, melodic, and harmonic dictation. *Prerequisite, Elementary Theory 43.101.* SPRING. Smith.

Terminology, Notation, Instrumentation [2] 43.103

Derivation and definition of musical terms. Notation in all clefs. Embellishments. Analytical study of instruments of the orchestra. FALL.

Appreciation of Music [2] 43.201

Materials of music as they relate to listening. Survey of principal forms through a

study of representative works. Aural analysis. FALL. SUMMER. McLain.

Appreciation of Music [2] 43.202

Critical survey of composers and styles of the classical, romantic, and modern periods. Aural analysis. SPRING. SUMMER. McLain.

Advanced Theory [4] 43.203

Advanced harmony and ear-training. Ninth, eleventh, and thirteenth chords. Extended modulations. Advanced rhythmic, melodic, and harmonic dictation. *Prerequisite, Elementary Theory 43.102.* FALL. Smith.

Advanced Theory [4] 43.204

Altered chords, dissonances, extended modulations. 20th century technics. Contrapuntal and advanced rhythmic, melodic, and harmonic dictation. Keyboard harmony. *Prerequisite, Advanced Theory 43.203.* SPRING. Smith.

Elementary Conducting [2] 43.205

Practical study of the technics of the baton. Introduction to score reading. *Prerequisite, permission of department chairman.* SPRING.

Class Instrumental Study [1] 43.250

Class instruction in use of orchestral instruments. Preparation for coaching. Course offered primarily for students majoring in

the department with concentration in public school music. Credit granted on fall-spring unit upon satisfactory completion of the study. **Smith.**

History of Music 43.301

Development of music in Western civilization from the modal structures of the Greeks to the Baroque era. *Prerequisite, Appreciation of Music 43.202 or permission of department chairman.* FALL. **Campbell.**

History of Music 43.302

Development of music in Western civilization from the Baroque era to the present day. *Prerequisite, History of Music 43.301 or permission of department chairman.* SPRING. **Campbell.**

Counterpoint [2] 43.303

Strict counterpoint in the various species in two and three parts. *Prerequisite, Elementary Theory 43.102 or permission of department chairman.* FALL. **Smith.**

Counterpoint [2] 43.304

Strict counterpoint in the various species in four and five parts. Free counterpoint. *Prerequisite, Counterpoint 43.303.* SPRING. **Smith.**

Orchestration 43.305

Scoring for instrumental groups. Arrangements for orchestra from piano and vocal scores. *Prerequisite, Advanced Theory 43.204.* FALL. **Smith.**

Form and Analysis 43.306

Harmonic and formal analysis of representative master works from all periods. *Prerequisite, Advanced Theory 43.204.* SPRING. **Smith.**

Advanced Conducting [1] 43.307

Score reading. Special technics for instrumental groups. Rehearsal routines. *Prerequisite, Elementary Conducting 43.205 and permission of department chairman.* FALL. **Smith.**

Advanced Conducting [1] 84.308

Score reading. Special technics for choral and instrumental groups. Rehearsal routines. *Prerequisite, Advanced Conducting 43.307 and permission of department chairman.* SPRING. **Smith.**

The Baroque Era 43.401

Study of the thorough-bass period. Development of styles and technics leading to Bach and Handel, the culminating masters of the Baroque. *Prerequisite, History of Music 43.302 or permission of department chairman.* 1951 FALL AND ALTERNATE YEARS. **McLain.**

The Classic Era 43.402

The preclassical schools. Haydn, Mozart, and Beethoven, masters of the classical style. Intensive study of the life and music of each. *Prerequisite, History of Music 43.302 or permission of department chairman.* 1952 SPRING AND ALTERNATE YEARS. **McLain.**

The Romantic Period 43.403

Historical and cultural background. Intensive study of composers and works with emphasis on individual styles. *Prerequisite, History of Music 43.302 or permission of department chairman.* 1952 FALL AND ALTERNATE YEARS. **McLain.**

Music of the Twentieth Century 43.404

Development of modernism in music from impressionism to the present. Schools, technics, and trends. *Prerequisite, History of Music 43.302 or permission of department chairman.* 1951 SPRING AND ALTERNATE YEARS. **McLain.**

Composition 43.405

Study through discussion and demonstration of the creative process in music. Guidance in the construction of original compositions in the smaller forms. Analysis of representative works. *Prerequisite, Advanced Theory 43.204, Counterpoint 43.304, and permission of department chairman.* FALL. **Smith.**

Composition 43.406

Original works in the larger forms. Work adapted to individual needs and talents. *Prerequisite, 43.405 or permission of department chairman.* SPRING. Smith.

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project 43.390****INDIVIDUAL STUDY**

Piano	Swarthout.	Gunn	43.410
Organ	Dirksen		43.411
Voice	McLain		43.412
Orchestral Instruments			43.413
Instruction in specific instruments by members of the National Symphony Orchestra.			

The University recognizes the art of musical performance as a study of academic importance and seeks to provide students of talent with as much freedom for practice and individual instruction as is possible within the academic community. To this end the department chairman personally plans the study schedule of the students concerned with the performance of music and recommends the amount of academic credit to be allowed. Credit is not allowed for elementary work and all credit granted to advanced students is based on strict evaluation of performance, the department reserving the right to reduce or deny credit if the student does not give evidence of proper application or actual achievement. Individual practice may be arranged for by departmental schedule. *Prerequisite, individual audition before department chairman.* Fall, Spring, Summer.

Upperclass Research Problem 43.490

Prerequisite, completion of Upperclass Reading and Research Project 43.390 with distinction. McLain.

Integrating Seminar 43.491**Tuition**

Tuition fees for individual instruction in piano, organ, voice, and orchestral instruments are stated on Page 212. Additional fees of fulltime students for individual instruction may be waived by the department chairman (1) when the student has declared a concentration in the department, (2) when

the student participates regularly in the choral or instrumental group related to his specialty, and (3) when such student agrees to practice not less than ten hours a week. The department chairman reserves the right at any time within a session to withdraw the tuition privilege when a student in his opinion does not comply with the requirements of the department. In such cases the full additional fee for the whole session is assessable.

Concentration Requirements*Music History and Literature*

Minimum of

- 16 academic hours in theoretical subjects
- 16 academic hours in music history and literature
- 8 academic hours in piano, organ, voice or orchestral instruments
- 8 supporting academic hours in related fields selected in conference with the department chairman.

Public School Music

Before the beginning of the sophomore year the student preparing for a career in public school music must review his program plan with the department chairman AND the chairman of the department of education to insure compliance with requirements of the state in which the student proposes to teach.

Minimum of

- 30 academic hours in music theory, history and literature
- 14 academic hours in courses in education planned as a definite program to teach music in public schools. Courses within these 14 hours must be elected in educational psychology, observation and practice teaching, principles and methods of teaching music in secondary schools, and principles and methods of teaching in junior high schools.

No specific number of hours in piano, voice, or orchestral instruments is required. The amount of work to be done in these subjects is determined by the individual needs of the student in preparation for practical tests for teacher certification in (a) vocal and piano sight reading, (b) accompanying, (c) ac-

ceptable performance of prepared vocal and instrumental compositions, and (d) ability to play a tune on the following orchestral instruments: (1) a member of the string family, (2) a member of the woodwind family, and (3) a member of the brass-wind family.

Piano, Organ, Voice, and Orchestral Instruments

Minimum of

- 16 academic hours in theoretical subjects
- 16 academic hours in piano, organ, voice, or orchestral instruments
- 8 academic hours in music history and literature
- 8 supporting academic hours in related fields selected in conference with the department chairman.

Theory

Minimum of

- 32 academic hours in theoretical subjects
- 8 academic hours in piano, organ, or orchestral instruments
- 8 academic hours in music history and literature
- 8 supporting academic hours in related fields selected in conference with the department chairman.

Musical Organizations

No academic credit is given for participation in musical organizations; they are carried on as student affairs activities for the general benefit and culture of all University students. The organizations offer valuable experience to those who qualify for membership.

Chorus and Chapel Choir

Representative choral works from all schools from the 15th century to the present time provide material for practice training. From this extensive study a further selection is made to form the repertoire of the University chorus and chapel choir. In addition to its regular work in the weekly chapel and monthly convocation services and in the annual oratorio performances, the organization makes concert appearances. Membership is

limited; eligibility is determined by individual audition.

Band

The University band provides experience in instrumental ensemble work. It performs at athletic events and University occasions. Eligibility is determined by individual audition. **Copenhaver.**

Music Club

The Music Club invites students from all departments of the University to participate in a program designed to enrich their general cultural background. The program is planned and executed by the student officers and members of the Club. Lectures, recitals, and movies are presented with a view to integrating music with other branches of art and literature. Monthly student recitals are sponsored by the club. The organization holds student membership in the National Federation of Music Clubs, thereby providing an opportunity for members to appear in recitals sponsored by that organization. Meetings are held each month either on the campus or at the home of a faculty member or student.

Chamber Music Society

The American University Chamber Music Society was the first permanent organization of its kind in greater Washington. Performing members of the society are drawn from the ranks of the music faculty of the University and from the circle of professional musicians in Washington.

Each year during the fall and spring sessions a series of concerts is given by the society on the campus. Programs of the concerts are designed toward specific educational objectives with the purpose of presenting rarely-heard works of great composers in various instrumental combinations ranging from duo sonatas to chamber orchestra. Extensive program notes are prepared for each program.

Student Recitals

Semi-monthly student recitals are held during the fall and spring sessions. Majors in the performance fields are required to take part in at least one recital during each session.

Listening Rooms

Two listening rooms, designed especially for individual listening and study, are conveniently located in the Battelle Memorial Library on the campus. The music reading room in the library is equipped with a large Magnovox radio-phonograph and may be reserved for group listening, demonstration, and study.

Library of Congress

The Library of Congress houses the largest collection of published music and books on music in the world. In its music division

are to be found manuscripts, many of which are originals of now famous works, from the pre-classic era to the present day, a priceless collection of instruments, including a quartet of Stradivarius stringed instruments, and a voluminous collection of authentic folk song recordings.

The Pan American Union

The Pan American Union through its music division makes available to students its comprehensive library of South American music and its complete bibliography of South American composers and their works.

NURSING EDUCATION

GLADYS V. JORGENSEN

*Director of Nursing Education Studies in the
Department of Education*

The University offers programs in nursing education and administration to enable students who have completed the basic professional course in nursing and have qualified as registered nurses to complete the work leading to the degree of bachelor of science in nursing. The evaluation of credit for the basic course in nursing is made by the Committee on Admissions in conference with the director of nursing education studies. Programs are planned to meet the needs of students wishing to prepare for positions as head nurses, clinical instructors, and psychiatric nurses. A one-year post graduate education course in psychiatric nursing is given at Saint Elizabeths Hospital in affiliation with The American University. The program provides a yearly stipend. Nurses receive thirty hours of academic credit and a year of supervised clinical experience under the direction of a faculty composed of members of the faculties of the hospital and The American University. Full credit for this program is given by the University and may be applied toward a bachelor's degree in nursing. Up to 15 credits earned in the program may be applied toward the master of arts degree in psychology, education, or sociology. Advanced courses in psychiatric nursing are administered by the Department of Psychology and Education of the School of Social Sciences and Public Affairs.

NURSING EDUCATION

Foundations of Nursing Education [2]

45.300

Historical survey of foundations, present status, and trends in nursing education. FALL. Jorgenson.

Social and Health Aspects of Nursing [2]

45.301

Philosophy of individualized patient care with integration of social, economic, psychological factors involved. Study of the community resources available to the hospital patient for maintenance of health. SPRING. Jorgenson.

Teaching Nursing in Clinical Fields [4]

45.410-411

A two-session course. Functions and responsibilities of clinical instructor; organization and selection of content and methods for the clinical course; planned program of experience for students; measurement of student attainment. FALL. SPRING. Jorgenson.

Administration of the Hospital Nursing Unit [4]

45.420-421

A two-session course. Principles, problems, and methods of organization and administration of hospital nursing unit. Func-

tions of head nurse in planning environment of patient, in developing professional and non-professional personnel, and in teaching students and patients. Place of head nurse in hospital organization and in community health program. FALL. SPRING. Jorgenson.

PSYCHIATRIC NURSING

Psychiatric Nursing [2] 57.360-361

A two-session course. A basic course in psychiatric nursing. Provides an understanding of psychiatry as a basis for giving expert nursing care to mentally ill people. FALL. SPRING. Tilley.

Psychiatry in Nursing [4] 57.560-561

A two-session course. Description and dynamics of behavior in mentally ill people. Relationship of emotionally disturbed reactions to personality. Lectures correlated with clinical conferences of case presentations and actual contact with patients in psychiatric wards. *Prerequisite, Abnormal Psychology 57.506.* FALL. SPRING. Taub.

Neurology [2]

57.563

Anatomy and physiology of the nervous system. Clinical presentation of patients with neural disease and consideration of their treatment. SPRING. Weickhardt.

RESEARCH AND SPECIAL PROJECTS**Senior Problem Analysis 45.490**

Jorgenson.

Practicum in Psychiatric Nursing [6-8] 57.568-569

Extends throughout the year. Planned observation or participation in psychiatric

therapies; supervised experience as a staff nurse, head nurse, supervisor; participation in the direction of learning experiences for nursing students and in the supervision and instruction of auxiliary personnel. Administrative conferences and clinics; extensive review of current literature. An individual study on a phase of psychiatric nursing prepared by each student. SUMMER. FALL. SPRING. **Neff.**

PHILOSOPHY

RALPH CANDLER JOHN °
Chairman of the Department

THE DEPARTMENT OF PHILOSOPHY offers courses (1) to provoke thinking about the fundamental problems of the origin, purpose, and destiny of life, (2) to present the ideas of great thinkers about the problems of man living in the physical world and in the world of others, and (3) to assist the student to develop a coherent personal philosophy.

Logic and the Scientific Method 47.200

Introduction to the science of valid inference and its relation to the scientific method. Principles of reasoning, inductive and deductive processes of logical thinking. Discovery of fallacies and verification of conclusions. FALL. Sitterly.

Problems of Philosophy 47.201

Consideration of questions man has asked about himself, his relationships to other men and to the physical world, and about the origin, purpose, and destiny of his life. Critical study of the representative answers given by the great thinkers. Nature of the philosophical quest; criteria of truth; problems of epistemology, universals and values, consciousness. Survey of chief philosophical world views. Problems of mechanism and teleology, nature and faith, and of the ends of man. *Prerequisite to all other upper level courses in the department.* FALL. Bentley.

History of Philosophy 47.202

Survey of ideas of philosophers from Socrates to John Dewey. SPRING.

Ideas of the Greeks 47.300

Historical study of ideas of the Greek philosophers and their expansion into the medieval thought world. Emphasis on fundamental concepts developed in the process of man's inquiry into the meaning of the external world, of man's place in it, of the purpose and destiny of life, and of the values by which men live in the world of others. 1951 FALL AND ALTERNATE YEARS.

Ideas of Man in the Middle Ages 47.301

Study of medieval man in his religious feelings, moral aspirations, artistic work, and philosophical and scientific activities. Interactions of the Hellenistic-Roman traditions with the life and thought of the Church. Attention to the metaphysics of inner experience, the controversy over universals, the dualism of body and soul, the realm of nature and the realm of grace, the primacy of will and of intellect, and the problem of individuality. Emphasis on the unifying ideas of the 13th century. 1952 SPRING AND ALTERNATE YEARS.

Ideas of Modern Man 47.302

Rise of independent thinking and inquiry in the Renaissance. Interaction of the Greek tradition and Christian experience and organization. Evolution of empirical inquiry. Growth of the philosophical systems of the Occident with special reference to the influence of science, evolution, geography, Protestantism, secularism, and social and economic circumstances. 1953 FALL AND ALTERNATE YEARS.

Ideas of American Philosophers 47.303

Development of thought in America since colonial times. Consideration of such schools of thought as empiricism, naturalism, pluralism, dualism, realism, and idealism. Relation of thought types to historical circumstances. Position paper required setting forth student's own philosophical orientation. 1953 SPRING AND ALTERNATE YEARS.

* On leave of absence with the armed forces.

Ideas of the East 47.304

Study of philosophies and religions of Oriental and Asiatic peoples. Comparison with the ideas of the West. 1952 FALL AND ALTERNATE YEARS.

Philosophy of Religion 47.400

Objective study of the nature of religion, the validity of its approach to experience and reality, and its relation to science, art, and literature. Fundamental problems: good and evil, sin, freedom and restraint, prayer, revelation, immortality, reason, will, and the nature of God. SUMMER. *McLain*.

Aesthetics 47.401

The nature of beauty and the relation of the philosophy of the beautiful to the fine arts and to human experience. Study of ideas of the beautiful as represented by thinkers from Plato to Santayana and Dewey. *Prerequisite, permission of the instructor.* 1953 FALL AND ALTERNATE YEARS. *Svend-*
sen.

Ethics 47.402

Systematic inquiry into the principles of valuation, their relation to factual judgments, and individual and social behavior. The act of choice; moral experience. Historical review of theories of ethics. Evaluation of various areas of contemporary life with consideration of the consequences which result from the application of different value standards in the act of choice. Standards of taste. 1952 SPRING AND ALTERNATE YEARS. *McLain*.

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project 47.390**
**Historical Roots of Today's Ideas:
Upperclass Colloquium 47.391**
Upperclass Research Project 47.490**Integrating Seminar [1] 47.491**

PHYSICAL EDUCATION AND MEDICAL SERVICE

STAFFORD H. CASSELL

Chairman of the Division

The Division of Health and Physical Education includes the Department of Medical Service with infirmary and dispensary and the Departments of Physical Education for men and for women. The division recognizes healthful living as a product of a sound mind in a sound body resulting from proper habits and rhythms of mental work, physical exercise, recreation, and rest. It defines a normal person as an individual who enjoys work without undue fatigue, makes decisions without needless stress or delay, and places a value larger than self at the center of living. The offices of the Department of Medical Service are located in Mary Graydon Hall, the offices of the Department of Physical Education—Men in Leonard Gymnasium, and the offices of the Department of Physical Education—Women in Clendenen Gymnasium.

MEDICAL SERVICE

WILLIAM O. BAILEY

Chairman of the Department

The Department of Medical Service under the direction of a physician and three resident graduate nurses promotes positive programs of healthful living, establishes safeguards for the health of each student by individual physical examinations, recommendations for the correction of any physical weakness, and continuing check-ups throughout the student's university career. It encourages proper eating habits, regular and vigorous physical activity, adequate rest, outdoor living, and physical and mental therapies. The staff holds daily dispensary hours; the physician maintains regularly scheduled office hours. The University provides an infirmary for the care of students who are ill. By all means at its disposal the department encourages optimum health.

Physiology and Hygiene (no credit)

The study of the human body with reference to the problems of individual and group living. Offered as a part of *Introduction to College Course*.

Physical Examinations

Complete physical examination of each student during first semester of enrollment for the purpose of analyzing student's physical capacity, discovering weaknesses and defects which need attention, preventing a student with disability from carrying work beyond physical ability, and arranging for appropriate and therapeutic physical activity and health habits. Follow-up care of physical defects. *Appointments issued to students by the medical and nursing staff.*

Dispensary

Daily service for students who need medical diagnosis and treatment from 8:00 a.m. to 7 p.m. except during meal hours; Saturdays to 11:30 a.m.; Sundays on call. *Mary Graydon Hall.*

Infirmary

Hospitalization for ill students admitted by medical order. Each full-time student entitled to maximum seven days of infirmary care during a session. Fee charged for each day exceeding seven. Meals during infirmary stay student's obligation.

Nursing Service

A registered nurse is on call at all times.

PHYSICAL EDUCATION—MEN

STAFFORD H. CASSELL
Chairman of the Department

The Department of Physical Education—Men seeks to develop organic power, physical vitality, habits of exercise, and qualities of sportsmanship as a part of the education of the whole and normal person. By programs of required study and practice, intramural sports, and intercollegiate contests, the department encourages harmonious muscular development, provides incentive and opportunity for each student to master the skills of playing and to enjoy recreation as a balance to the sedentary nature of academic life, cultivates the social and moral values of games, and encourages habits of health and exercise which contribute to wholesome living and emotional stability. The Department conducts a comprehensive intramural program with emphasis on carryover sports which may be enjoyed and participated in after graduation from the University. It encourages all students to pass a swimming examination. The Department with the Department of Physical Education—Women offers a concentration in physical education to prepare students for careers as coaches, directors of athletics, and recreation leaders. The University provides athletic fields and gymnasiums for intercollegiate and intramural games. The American University is a member of the National Collegiate Athletic Association and of the Mason-Dixon Conference. Students concentrating in the department counsel with the Chairman of the Division and with the Chairman of the Department of Education who must certify that any proposed course of study meets requirements for certification of teachers of physical education in the state where the student intends to locate. The sequence of studies includes the completion of 36 hours of course work including Human Anatomy and Physiology, Psychology of the Adolescent, The Secondary School Curriculum, and Principles, Methods, and Practice of Teaching.

Physical Education (6)

Required course for all fulltime undergraduate students enrolled in the College of Arts and Sciences. Student takes one credit hour of work for each of the six sessions following matriculation. *Two meetings each week. Schulze. Frailey.*

Required courses for men are numbered as follows:

FIRST YEAR

Fall Session	49.100
Spring Session	49.101
Summer Session	49.102

Instruction and practice in fundamental skills of games and sports which require individual performance and group participation.

SECOND YEAR

Fall Session	49.200
Spring Session	49.201
Summer Session	49.202

Extension of skills and practice.

THIRD YEAR

Fall Session	49.300
Spring Session	49.301
Summer Session	49.302

Specialization of understanding and skill in at least two games and combative sports and in two individual activities.

Intramurals (no credit)

Voluntary participation in competitive group activities.

Intercollegiate Athletics (no credit)

Voluntary participation in varsity sports in basketball, baseball, golf, swimming, tennis and in track and field sports. Eligibility based on codes of the National Collegiate Athletic Association and of the Mason-Dixon Conference.

First Aid, Safety Education, and Athletic Training 49.120

First aid, athletic training, and treatment of conditions which legitimately fall in the sphere of the non-medical director. Practice in methods of handling types of emergencies. Safety problems and methods; causes of and means of preventing accidents; safety education. Satisfactory completion of the course recognized by Red Cross certificate. *Prerequisite to all other courses in the department.* FALL. Schulze.

History and Principles of Health and Physical Education 49.121

Development, purpose, and scope of health, physical, and safety education, and of athletic coaching, recreation leadership, and camping. Relation of principles of physical education to the school curriculum. Evaluation of the outcome of physical education activities. Lectures, recitation, readings, and reports. FALL. Pearce.

Leadership in Physical Education (2) 49.220

Methods, theories, and techniques of training others in health, physical education, athletics, and recreation. Experience in teaching physical education classes and organizing and supervising recreational activities. *Prerequisite, History and Principles of Health and Physical Education 49.121.* SPRING. Pearce.

Organization and Administration of Intramural Athletics (2) 49.221

Theory and practice in the construction and administration of intramural sports programs. Extensive study of secondary school and college programs and equipment. *Prerequisite, Leadership in Physical Education 49.220.* SPRING. Schulze.

Directed Teaching in Physical Education Activities 49.222

Theory and practical demonstration of teaching procedures in adapting motor activities to the physical education program. *Prerequisite, minimum of 12 credit hours in physical education. Course required of all students whose field of concentration is physical education.* SPRING. Frailey.

Kinesiology (4) 49.320

Science of bodily movement. Study of principal types of muscular exercise. Inquiry into how individual performs exercise, the reaction of the body, and the relation of exercise to body development and efficiency. Body mechanics in relation to posture, exercise, and sports. *Prerequisite, Human Anatomy and Physiology 9.116.* FALL. Frailey.

Recreation Programs 49.321

Principles and policies of recreation agencies with attention to administration, legislation, centers, equipment, personnel, and program. *Prerequisite, written permission of the chairman of the division.* FALL. Cassell.

Rules and Officiating (2) 49.322

Intensive study of rules of intercollegiate, intramural, and interscholastic sports. Techniques and methods of officiating with practice under supervision. *Prerequisite, written permission of the chairman of the department.* 1953 SPRING. Cassell.

Coaching Minor Sports 49.323

Principles, methods, and strategy used in coaching minor sports. Fundamentals, systems, and equipment used by coaches, trainers, and physical educators in swimming, tennis, track, and boxing. *Prerequisite, written permission of the chairman of the department.* 1953 FALL. Cassell.

Coaching Major Sports 49.324

Principles, methods, and strategy used in coaching major sports. Fundamentals, systems, and equipment used by coaches, trainers, and physical educators in football, basketball, and baseball. *Prerequisite, written permission of the chairman of the department.* 1953 SPRING. Cassell.

Tests and Measurements in Physical Education 49.420

Introduction to the use of measurement techniques in physical education. Principles of tests, their construction, administration, and interpretation. Survey of tests and measurement techniques. *Prerequisite, Fundamentals of Statistics 69.200.* SPRING. Frailey.

Organization and Administration of Physical Education and Athletics 49.421

Principles of organization and administration of physical education in elementary schools, secondary schools and colleges. Attention to conduct of intercollegiate, interscholastic, and mass athletics. Departmental personnel, schedules, equipment, plant, and related problems. *Prerequisite, written permission of the chairman of the division.* 1953 SPRING. **Pearce.**

Health Education 49.422

Seminar in advanced health education planned to meet state teaching requirements. School and community hygiene. *Prerequisite, written permission of the chairman of the division.* FALL. **Frailey.**

Driver Education (2) 49.425

Course to train secondary school teachers in the methods and materials of conducting a course in "Driver Education." Completion of this course satisfies certification requirements in all states. 1952 SPRING. **Schulze.**

RESEARCH AND SPECIAL PROJECTS

Junior Reading Project 49.390

Senior Problem Analysis 49.490

Individual field survey of facilities, agencies, and organization in the District of Columbia for intensive study of various phases of health, physical education, and athletic programs as represented by men's, women's and coeducational colleges and universities, and public and private secondary schools. Study of community agencies such as youth hostels, YMCA, YWCA, Police Boys' Club, boating clubs, riding clubs, industrial, religious, and neighborhood athletic leagues, public parks, playgrounds, golf courses, tennis courts, fields, and recreation programs. Study of programs in juvenile homes, hospitals, and penal institutions. Introduction to resources of Library of Congress and Army Medical Museum. Introduction to work of the National Education Association, Board of Recreation of the District of Columbia, and National Park Service. Intensive study of one agency. **Cassell.**

Integrating Seminar (1) 49.491

PHYSICAL EDUCATION— WOMEN

VIRGINIA HAWKE

Chairman of the Department

The program in physical education for women provides basic courses in body mechanics to develop efficiency and trimness in posture and carriage, in rhythmic fundamentals to develop grace and poise, and in elementary swimming skills to build habits of water safety. The department offers seasonal sports and activity adapted to the need and interest of the student and encourages mastery of individual sport, skills, and interests which may be enjoyed recreationally both in the University and in community life. The extensive intramural sports program provides competitive experience. Women engage in a limited number of intercollegiate competitions. Close cooperation with the Department of Medical Service results in the checking, education, and follow-up on the practical health living of women students. Students with medical restrictions are assigned to class or individual work adjusted to recommendations of the University physician. The department offers a concentration to prepare women to meet state certification requirements as teachers of physical education. Clendenen Gymnasium is the center of physical education for women.

Physical Education (6)

Required course for all fulltime undergraduate students in the College of Arts and Sciences. Student takes one credit hour of work for each of the six sessions following matriculation. *Two meetings each week.* Hawke. Wiggins.

Required courses for women are numbered as follows:

FIRST YEAR

Fall Session	49.150
Spring Session	49.151
Summer Session	49.152

SECOND YEAR

Fall Session	49.250
Spring Session	49.251
Summer Session	49.252

THIRD YEAR

Fall Session	49.350
Spring Session	49.351
Summer Session	49.352

Physical Education Activities (1) 49.150

Development of skills and instruction in the techniques of play, rules, and strategies

involved in the activity. Work includes team games and elementary dance. *Required of all first year women whose field of concentration is physical education.* SPRING. Hawke.

Physical Education Activities (1) 49.250

Continuation of team sports; individual sports, and swimming. *Required of second-year students whose field of concentration is physical education.* SPRING. Hawke.

Physical Education Activities (1) 49.350

Advanced techniques in team sports, knowledge of rules and officiating. *Required of women students whose field of concentration is physical education.* 1953 SPRING. Hawke.

Theory and Practice of Physical Education (2) 49.356

Recreational activities, dance, and lead-up games for Elementary and Junior High School level. *Required of all women students whose field of concentration is physical education.* 1952 FALL. Hawke.

Intramural Sports (no credit)

Voluntary participation in intramural and limited number of related extramural sports earns points toward membership in the A Club. Play and sport days with women of other colleges and universities provide throughout the year recreational opportunity according to this seasonal calendar: fall—hockey, swimming, table tennis; spring—tennis, archery, volleyball, softball; winter—badminton, basketball, bowling.

Seasonal Sports

Women select seasonal sports to fulfill graduation requirements, to develop carry-over skills, and to provide exercise and recreation. In the following seasonal schedule, *F* denotes fall, *W* winter, and *S* summer.

ARCHERY—*F:S*—details of shooting technique, scoring, tournament form, selection of equipment.

BADMINTON—*F:W*—stroke analysis; techniques of play. Competitive single and double play.

BASKETBALL—*W*—individual techniques, rules, and team play.

BODY MECHANICS—*W*—individually prescribed exercise program to develop figure and posture control. Special attention upon physician's recommendations to medically restricted.

BOWLING—*W*—individual instruction in form, scoring, and techniques of ten pins.

FENCING—*W*—individual instruction in foil fencing.

GOLF—*S*—stroke analysis and techniques.

HOCKEY—*F*—development of individual skill and team work in active game.

LIFE SAVING—*F:W*—American Red Cross certification for senior life saving.

MODERN DANCE—*W*—individual dance techniques and rhythmic patterns for simple creative expression. —*S*—advanced techniques and demonstration of class work.

RECREATIONAL GAMES—*F:W:S*—table tennis, deck tennis, shuffleboard.

RHYTHMIC SWIMMING—*F*—basic rhythmic work and body action to develop poise and grace.

RHYTHMIC SWIMMING—for advanced swimmers.

RIDING—*F*—group trail riding. Special fee course.

SOFTBALL—*S*—development of individual skill; practice in teamwork.

SPEEDBALL—*F*—individual techniques, rules, team play.

SQUARE AND ROUND DANCING—*W*—cow-boy dances, quadrilles, and popular round dances.

SWIMMING—*F*—sport conducted on all skill levels. Recommended to women who are non-swimmers or beginners.

TENNIS—*F:S*—stroke analysis and individual techniques; court tactics and strategy.

VOLLEYBALL—*S*—basic skills in individual play and team tactics.

PHYSICS

JOHN REAVES

Chairman of the Department

THE DEPARTMENT OF PHYSICS offers courses of study (1) to introduce the student to methods of objective thinking and laboratory experimentation, (2) to relate the principles of physics to the everyday world and its problems, (3) to show the student the influence of physics in the contemporary world, and (4) to lay foundations for advanced work in graduate or engineering schools. Courses in electronics, related to internship projects with television and radio engineers in studio and transmission stations located on the campus, provide career direction for students interested in fields of communication.

Physical Science: Energy 51.100

Concept of energy and related concepts of physics in fields of mechanics, heat, electricity, radiant energy, and nuclear energy. Application to the production, transportation, and use of power. A course introductory to the study of the social sciences and to business and industrial management. FALL. Sitterly.

Physics: Mechanics, Heat, Sound [4] 51.200

Motions and interactions of material bodies. Force, energy, equilibrium, vibration, rotation, wave motion, machines, elasticity. Demonstrations illustrate basic principles. Laboratory exercises require the student to perform experiments, analyze data, and write reports. *Prerequisite, College Algebra, 41.110, or the equivalent. 3 hours of lecture, 4 hours of laboratory.* FALL. SUMMER. Heinrich. Staff.

Physics, Electricity, Light, Modern Physics 51.201

Static charge, potential, electromotive force, direct and alternating currents, magnetism, motors, generators, illumination, mirrors, lenses, diffraction, polarized light, radio, electrons, radioactivity, nuclear physics. Course satisfies requirements of premedical and predoctoral curriculums and prepares students concentrating in the sciences to take further work in physics. *Prerequisite, Physics: Mechanics, Heat, Sound, 51.200. 3 hours of lecture, 4 hours of laboratory.* SPRING. SUMMER. Heinrich. Staff.

Physics 51.200 and 51.201 and six hours of Differential and Integral Calculus 41.220-221 are prerequisite to all subsequent courses offered in the Department of Physics. Each of the 4-hour advanced courses meets for three 1-hour lecture and recitation sessions and two 2-hour laboratory sessions a week.

Heat and Thermodynamics [4] 51.300

Temperature, first and second laws of thermodynamics, kinetic theory of gasses, the ideal gas, the Carnot cycle, the Kelvin scale, entropy, the steam engine, the refrigerator, applications of thermodynamics to special systems. 1951 FALL AND ALTERNATE YEARS. Swift.

Sound and Acoustics [4] 51.301

Vibrations of strings, bars, membranes, plates, and air columns. Sound waves, standing waves, resonance, musical instruments, consonance, interference, acoustics of auditoriums and broadcasting stations. 1952 SPRING AND ALTERNATE YEARS. Reaves.

Fundamentals of Radio [4] 51.302

Characteristics of vacuum tubes, oscillators, amplifiers, detection, modulation, multigrid tubes, gas-filled tubes, receivers, transmitters. 1952 FALL AND ALTERNATE YEARS. Reaves.

Television and Frequency Modulation [4] 51.303

Circuits for achieving phase and frequency modulation, discriminating circuits, problems

related to frequency modulation such as band width and stabilization, electronic scanning devices, transmitting and receiving circuits, cathode ray tubes, color transmission. 1953 SPRING AND ALTERNATE YEARS. **Reaves.**

Electronics in Research and Industry [4] 51.304

Non-communication uses of electron tubes. Photoelectric cells, power supplies, regulation of voltage and current, amplification of small effects, trigger circuits, vacuum-tube voltmeters, cathode-ray tubes. Offered to meet student needs. **Reaves.**

Principles of Mechanics 51.305

Rectilinear kinematics and dynamics. Plane kinematics. Plane dynamics of a particle. Gravitation. Centers of mass. Plane statics. Introduction to vector methods. 1952 FALL AND ALTERNATE YEARS. **Swift.**

Principles of Mechanics 51.306

Oscillatory motion. Plane dynamics of a particle in the earth's field. Moments of inertia. Hooke's law, flexure and torsion. Vector equations of motion. Careful study of the theory of these subjects and practical problems in the formulation and solution of equations of equilibrium and of motion. *Prerequisite, Principles of Mechanics, 51.305.* 1953 SPRING AND ALTERNATE YEARS. **Swift.**

Electricity and Magnetism [4] 51.400

Fundamental behavior of electric charges and the forces determining their motion. Electric, magnetic, and electro-magnetic fields. Precise measurement in the laboratory of charge current, potential difference, resistance, capacitance, and inductance. 1951 FALL AND ALTERNATE YEARS. **Reaves.**

Alternating Currents and Networks [4] 51.401

Effects of inductance and capacitance on alternating current circuits. Impedance, impedance matching, attenuators, filters. Study of impedance, and resonance as fundamental to electrical communication by wire or wireless. 1952 SPRING AND ALTERNATE YEARS. **Reaves.**

Geometric and Physical Optics [4] 51.402

Mirrors, lenses, optical instruments, spectroscopy, Fresnel and Fraunhofer diffraction, double refraction, polarized light. 1952 FALL AND ALTERNATE YEARS. **Swift.**

Modern Physics 51.403

Atomic structure, the quantum theory, atomic and molecular spectra, X-rays, radioactivity, nuclear reactions, relativity, cosmic rays. 1953 SPRING AND ALTERNATE YEARS. **Swift.**

Antennas and Propagation of Radio Waves [4] 51.404

Laws of radiation from antennas, directional characteristics, arrays, reflectors. Factors affecting the propagation of radio waves, sunspots, magnetic storms, electric properties of the upper atmosphere. Offered to meet the student needs. **Swift.**

Ultra-High Frequency Electronics [4] 51.405

Propagation of UHF waves, transmission lines, frequency measurement, wave guides, magnetrons, cavity resonators, radar. Offered to meet student needs. **Swift.**

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project 51.390

Upperclass Research Problem 51.490

Integrating Seminar [1] 51.491

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

CATHERYN SECKLER-HUDSON and HAROLD E. DAVIS

Chairmen of the Departments

The University offers courses in the department of Political Science and Public Administration at the School of Social Sciences and Public Affairs and the department of History and Government at the College of Arts and Sciences. These courses are designed (1) to develop by fundamental programs of undergraduate and graduate study an understanding of the theory and practice of representative government, (2) to encourage effective citizenship, (3) to provide programs of pre-entry and in-service study for employees and prospective employees of the federal government, (4) to prepare teachers of government and administration, (5) to encourage individual and group research, and (6) to serve the community through field activities such as consultative services, special training institutes, and research related to the improvement of governmental institutions.

BASIC COURSES

American Government: National

53.200

Constitutional development, distribution of powers. Functional study of legislative, executive, administrative, and judicial organization. Communication in political society. Role of the citizen, political parties, interest groups. Adjustment of government to meet current problems. Observation of the national government in action. FALL. SPRING. SUMMER. Clarke. Held. Hersh. Rodgers. Roth. Skillington.

American Government: State and Local

53.201

History and functions of the state within the federal system. Nature, types, and problems of units of local administration. Federal, state, local, and metropolitan area relationships. Distribution of functions and authority. Political parties and popular control of government. FALL. SPRING. SUMMER. Graves. Held. Skillington.

American Government: Municipal

53.300

Functions and organization of city and metropolitan government. Types of municipal organization, services, political, economic, and social problems, education, welfare, budgeting, and taxation. Regional and interstate administrative problems. FALL. SUMMER. Held. Hersh.

Public Administration: Introduction

53.400

Coordination of specialized effort to achieve a common purpose. The administrative process: planning, organizing, staffing, managing, budgeting, reporting, and supervising to meet measurable standards of performance. Survey of literature; application of principles. FALL. SPRING. SUMMER. Bush. Roth. Skillington.

Government in the United States: The Process

53.500

Intensive analysis of governmental process. Emphasis on constitutional principles, individual rights, policy determination, problems of policy execution, role of the judiciary, problems of intergovernmental relations. FALL. SPRING. SUMMER. Held. Reno.

Public Administration: Principles and Processes

53.501

Basic graduate course covering on advanced level principles of coordination of specialized effort to achieve a common purpose with detailed consideration of use of administrative power and applications. Planning, organizing, staffing, managing, budgeting, reporting, and supervising to meet measurable standards of performance. FALL. SPRING. SUMMER. Divine. Roth. Seckler-Hudson.

Evolution of Public Administration 53.502

Comparative historical study of development of administrative processes and institutions. Emphasis on development of the executive branch. Differentiation of functions into departments. Growth of the civil service. 1952 SPRING. **Posner.**

The Public and Administration 53.503

Nature and significance of administration in a democratic society. Formation and role of pressure groups; interaction between the public and administration. Problems of individual and group participation; clientele government; responsibility of administration. Executive coordination. Case studies. FALL. SPRING. **Rosen.**

Technology and Administration 53.504

Emergence of the machine-power age. Transition from pre-industrial folk society to advanced technological urban civilization. Role, objectives, and methods of public and private administration. Implications of technology for international administration. Case illustrations. 1952 FALL AND ALTERNATE YEARS. **Rosen.**

Technological Change and the Social Order 53.505

Consideration of interrelated social change. Role, objectives, and methods of major institutions. Emergence of machine-power age and transition from pre-industrial folk society to advanced technological urban civilization. Case studies to illustrate impact of technological development on government and control processes of government. Implications on the international order. 1953 SPRING AND ALTERNATE YEARS. **Rosen.**

Research Methods in Government and Public Affairs 53.507

Principles of scientific method and research. Design of the project; tools of research; documentation. Application to specific types of problems with requirement of one substantial research performance by student. 1952 FALL. **Hersh.**

POLITICAL THEORY

Evolution of Political Institutions 53.420

Analysis of major institutions with special reference to the shaping of the American tradition. Evolution of these institutions in their social and economic context. FALL. **Robbins.**

Political Theory: Plato to Machiavelli 53.520

Examination of the contribution of principal political thinkers from Plato to end of Middle Ages. Emphasis on state and its relation to culture and society. FALL. **Reno.**

Political Theory: Machiavelli to Present 53.521

Historical development of political ideas from Machiavelli to contemporary ideological conflict. Rise of the modern state. SPRING. SUMMER. **Reno. Morstein Marx.**

Political Theory: American 53.525

Development and significance of political ideas that have influenced institutional growth of the American system of government. Emphasis on 20th century. SPRING. **Morstein Marx.**

Contemporary Ideological Issues 53.620

Frame of values of civic behavior of individual citizen face-to-face with machinery of modern government. Political morality and personal ethics. *Prerequisite, permission of instructor.* FALL. **Morstein Marx.**

GOVERNMENTAL PROCESSES

The Legislative Process 51.530

Definition of public policy through legislation. Legislative bodies and their historical development. Process of enactment of laws. Relationships of executive and administrative functions and of interest groups to Congress. Role of the judiciary. Reorganization of Congress. FALL. SUMMER. **Rodgers.**

The National Executive 51.531

Historical and analytical study of the American presidency as an institution of government and politics. Formal and informal objectives, authority, and powers. Organization, operating techniques, and public relations. FALL. Roth.

The Judicial Process 51.532

Organization of the government for administration of justice and constitutional guaranty. Nature of the judicial process; organization and jurisdiction of federal and state courts. Review of civil and criminal procedure from overt act to final disposition. Judicial review; relations of bar to courts and selection of judges. Relation of judiciary to legislative and administrative offices. SPRING. Olverson.

Legislative-Administrative Relationships 53.533

Problems involved; limitations and potentialities of cooperative relationships in a democracy. Analysis of relationships between legislative and administrative processes of federal government. SPRING. Roth.

Intergovernmental Relationships 53.534

Exploration of the relationships between representative units of government and between headquarters and field offices. Current issues and trends. SPRING. SUMMER. Honey.

Government Regulation of Business 53.536

Constitutional basis for regulation of business and analysis of types and methods of control in the public interest. Problems of regulation in theory and practice. SPRING. SUMMER. Robbins.

The Formation of Public Policy 53.630

Workshop for the study of formal and informal influences which condition the development and execution of public policy. Practical illustrations and case work. FALL. Graves. Skillington.

Design of Legislation 53.631

Workshop in research and draftsmanship involved in the preparation of bills for introduction into Congress. Detailed study of the theory, mechanics, and process of federal legislation. FALL. Cahn.

PUBLIC LAW**Elements of Jurisprudence 53.550**

Principal theories of the nature and force of law; scientific method in law. Relation of the law to other modern social institutions. 1952 FALL AND ALTERNATE YEARS. Reno.

Comparative Legal Institutions 53.551

Development and growth of legal agencies since primitive times. Interrelations between law and government. Early legal institutions of Europe and their influence on the modern judicial system. 1953 SPRING AND ALTERNATE YEARS. Reno.

Administrative Law 53.552

General nature of administrative law. Separation of powers and supremacy of law, types of administrative action and enforcement, analysis of rule-making and adjudication, administrative due process, the nature of judicial review, administrative procedure and the Administrative Procedure Act. *Prerequisite, basic course in American government.* FALL. Olverson.

United States Constitutional Development 53.555

Growth of the constitutional system and evolution of basic principles of constitutional law by judicial interpretation. The federal system. Constitutional relationships of legislative, executive, and judicial branches. FALL. Robbins.

United States Constitutional Law 53.556

Topical examination of the basic principles of public law and the practice of constitutional government. The federal system, national executive, executive and judicial

powers, judicial review of legislation, legislative power in economic sphere, war powers, taxing and spending powers, constitutional limitations arising from contract clause, bill of rights, 10th and 14th amendments. **SPRING. Robbins.**

POLITICAL DYNAMICS

Government and the People 53.360

The relationships of democratic, representative government to the citizenry. Special nature of governmental public relations and reporting. Study of governmental agencies as responsive public institutions. **FALL. SPRING. Hersh.**

Theory of Public Opinion 53.560

Growth of the idea and concept of public opinion. Role of opinion in public affairs. Methods of creating, measuring, and altering opinions by various media of communication. **FALL. Hottery.**

Public Opinion Measurement 53.561

Methods of measuring public opinion. Polling methods including questionnaire construction, sampling, interviewing, and analysis of returns. Statistical methods for studying election returns and other data. Content analysis of mass communication with reference to press. Methods of radio, television, and motion picture audience research. Panel techniques. **SPRING. Gosnell.**

Political Parties and Elections 53.562

The political party as a voluntary agency for the mobilization of opinion. Nomination of candidates, choice of public officers. Structure of the party; election laws. Administration of elections. Continuing relationships of party to candidates and to members elected to public office. Patterns of "in" and "out" party behavior. **FALL. Gosnell. Skillington.**

Pressure Groups and Propaganda 53.563

Inquiry into nature and influence of organized interest groups in their relationship to government. Analysis of methods, media, and character of influencing activity. **1952 SPRING. Kriesberg.**

Political Behavior 53.564

Case and biographical studies of human behavior in political affairs. Nature of politics approached from its human relationships in achieving public power. The political leader, role of organization in politics, permanent and inner circle of political influence, interest groups, practical technics, influencing of administration and legislation. Role of the citizen. **FALL. SPRING. Hersh.**

Participation in Politics 53.565

Practical instruction and experience in the tools of effective citizenship from the precinct to the polls. Analysis of issues, evaluation of candidates, the caucus, the primary, the canvass, political party operations, vote getting, election procedures, candidacy for office, and citizen influencing of elected representatives in their policy formulation and administration. Visual aids; documentary materials; direct political experience. **SPRING. Douglass.**

International Political Communication 53.660

Basic principles governing informational, educational exchange and propaganda programs of the major powers; theory and practice of the use of various media as instruments of foreign policy; problems of program evaluation. **FALL. SPRING. Robbins.**

COMPARATIVE GOVERNMENT AND POLITICS

Comparative Government 53.370

Comparative analysis of presidential, parliamentary, plural executive, and one-party systems of national government. Study of the governments of Great Britain, France, Switzerland, Russia, and Brazil. **FALL. SPRING. Robbins.**

Government and Politics of Western Europe 53.570

Comparative analysis of political systems of Great Britain, France, Switzerland, and Scandinavia. Historical evolution and current operation. Current trends and problems. **FALL. Reno.**

Government and Politics of Central Europe 53.571

Comparative analysis of political systems of Germany, Italy, and Austria. Forces operative in the breakdown of democracy and the rise of dictatorship. Current trends and problems. SPRING. **Sharp.**

Government and Politics of Eastern Europe 53.572

Formal framework and political content of government institutions in the Soviet orbit. History and philosophy of political institutions in Poland, Czechoslovakia, Yugoslavia, Bulgaria, Hungary, and Rumania. Theory and practice of the "New Democracy." Influence of Soviet theory and pressure of Soviet interests. 1953 SPRING. **Sharp.**

Government and Politics of the Soviet Union 53.573

Examination of theory of Communism. Evolution of the Soviet system. Survey of Russian history and growth of revolutionary thought and action. Soviet legal theory and its ordering of human and property rights and economic, social, and cultural organization. The one-party system. FALL. SUMMER. **Sharp.**

Government and Politics of the Far East 53.574

Development, organization, and functions of government in China, Japan, Philippines, Siam, Burma, Hindustan, and Pakistan. Economic, political, cultural, and regional relationships. 1951 FALL AND ALTERNATE YEARS. **Braibanti.**

Government and Politics of Latin America 53.575

Factors influencing political life. Characteristics of political behavior. Constitutions and constitutional issues. Federal and unitary states. The presidency, legislatures and legislation, the judiciary, political parties, electoral systems, budgets and budget-making, trends in social and economic legislation. SPRING. **Davis.**

Government and Politics of the British Commonwealth 53.576

The constitutional basis of the United Kingdom. Political relationships and trends. 1952. FALL. **Reno.**

Problems of Government in Great Britain and France 53.577

Examination of British and French experience with representative problems of government such as economic planning and controls, nationalization of industry, extension of social services and the welfare state, European political and economic collaboration, conflicts in political ideology, proposed reform of the British House of Lords, and cabinet stability in France. *Prerequisite, Government and Politics of Western Europe, 53.570, Government and Politics of the British Commonwealth 53.576, or the equivalent.* SPRING. **Robbins.**

Leaders of Latin American Thought and Politics 53.578

Biographies of representative Latin American statesmen and leaders of thought projected on historical background as basis for analysis of problems of political leadership. SUMMER. **Davis.**

STATE AND LOCAL GOVERNMENT

Current Problems in State and Local Government 53.580

Trends and issues in states and municipalities; problems of coordination in the federal system. SUMMER. **Held.**

Comparative Local Government and Administration 53.581

Comparative study of local governments in Great Britain, France, Italy, Belgium, the Netherlands, Switzerland, and the countries occupied after World War II. Emphasis on contemporary situation. 1952 SPRING. **Raffa.**

Local Government Planning 53.585

Problems involved in developing and executing planning in urban communities. Composite essentials, obstacles. Tasks of administration. 1952 FALL. **Held.**

City Management 53.586

Principles and practices of administering governmental functions in cities. Role of administrator. Modern concepts and methods of administration. Scientific management and local government. **SPRING. Held.**

Municipal Financial Administration 53.587

Fiscal functions in American cities. Budgeting, treasury management, accounting, and auditing. 1951 **FALL AND ALTERNATE YEARS. Held.**

Government and Administration of Metropolitan Washington 53.588

Study of administration and planning in metropolitan, interstate region. Description of government of metropolitan Washington and comparison with other metropolitan areas. **FALL. Fowler.**

Municipal Problems: District of Columbia 53.589

Analysis of the federal city with attention to problems arising from municipal-federal jurisdiction, dominance of governmental activity rather than industry. Significance of rapid population shifts and other factors in planning. **SPRING. Fowler.**

BUDGETARY ADMINISTRATION AND FISCAL POLICY**Public Budgeting 54.410**

Descriptive and analytical study of governmental budgeting in the United States. Evolution, role, and characteristics of federal, state, and local systems. Emphasis on processes and problems rather than on procedures. **FALL. SPRING. SUMMER. Held.**

Budgeting: An Instrument of Planning and Management 54.510

Theory and principles of budgeting in the modern state. Evolution of federal budgetary administration. Federal fiscal policy and the national economy; fiscal policy and political objectives. The performance budget. *Prerequisite, basic course in public administration or experience in the field and permission of the instructor.* **FALL. SPRING. Seckler-Hudson.**

Federal Budgetary Procedure 54.511

Federal budgetary administration studied from situation of operating agency. Preparation of budget estimates, justification of estimates before the Bureau of the Budget and Congress. Formulation and execution of agency budget. *Prerequisite, general course in administration or experience in budgeting.* **SPRING. Moore.**

Federal Fiscal Policy 54.512

Examination of budget magnitudes in relation to selected problems such as full employment, economic assistance, public welfare, national defense, and public debt on the one hand, and revenue on the other. *Prerequisite, American Government: National 53.200 and Principles of Economics.* **FALL. Arndt.**

Government Supply Management 54.513

Principles, policies, and methods of supply. Material and equipment purchase for use in governmental agencies. Supply procedures, preparation of commodity specifications, drafting and negotiation of purchase contracts. Relationship of supply management to administration. *Prerequisite, general course in administration or experience in purchasing.* **FALL. Mack.**

Federal Government Accounting: Problems 54.514

Study of federal fiscal administration and procedure with emphasis on role of government accounting. Need for improved system of accounting in government; progress made. Major problems. Relationship of accounting to budgetary management and fiscal policy. **SPRING. Tiller.**

Public Budgeting: Problems 54.610

Trends, problems, and issues in public budgeting. *Prerequisite, basic course in budgeting or experience in the field.* 1953 **FALL AND ALTERNATE YEARS. Seckler-Hudson.**

Budgetary Process: Reading Course 54.690

1952 **SUMMER. Seckler-Hudson.**

ORGANIZATION AND MANAGEMENT**Organization and Management****54.420**

Organization as a means to achieve proposed ends. Processes and principles involved in securing and utilizing authority, establishing and operating appropriate structures, planning and evaluating policies and aims, budgeting available resources, securing leadership, staffing. FALL. SPRING. **Bush.**

Administrative Organization 54.421

Basic concepts, techniques, and problems of establishing and adjusting organization for national administration. Structure of authority. Formal and informal organization. Internal communication and accountability. Analysis of Hoover Commission proposals and administrative reorganization plans. FALL. SPRING. **Roth.**

Psychology of Management 54.520

Individual and group behavior in administrative situations. *Prerequisite, basic course in psychology.* FALL. **Goodman.**

Human Relations in Management**54.521**

Application of scientific method and principles to human relations in work situations. Critical survey of research and experiment. Application of experience to government and industry. *Prerequisite, course in administration or experience in the field.* FALL. **Macmillan. Niles. Zimmerman.**

Human Relations in Management:**Advanced****54.522**

Advanced course for administrators and operating officials. Application of principles of scientific method to human relations in work situations. *Prerequisite, formal course work in administration or experience in the field.* SPRING. **Macmillan. Niles. Zimmerman.**

Scientific Management: History and Principles 54.523

Historical evolution of science of management with attention to such leaders as Bab-bage, Taylor, Fayol, Follett, Gantt, Gil-breth, Emerson, Barth, Mayo, and others.

Utilization of scientific management techniques in administration in government and industry. FALL. **Hyde.**

Comparative Public Administration**54.524**

Comparative study of administrative process in Great Britain, France, Italy, Belgium, the Netherlands, Switzerland, and central European countries with especial attention to effect of American experience in economic and military assistance. FALL. SUMMER. **Raffa.**

Planning in Government**54.525**

Theory, purpose, and practice of planning in government both on policy and operating levels with reference to legislation and administration. Planning techniques and translation of plans into action. 1953 SPRING. **Seckler-Hudson.**

Office Management and Control**54.526**

Principles of organization and management applied to office situation. Supervision of clerical operations. Correspondence systems. Preparation and use of forms. Office equipment, filing systems. Space requirements and allocation. Training and development of clerical and office services workers. FALL. SPRING. SUMMER. **Dewey.**

Work Simplification and Work Measurement**54.527**

Methods for simplifying office work as used by analysts and line operators; limitations of work simplification. Development of standards of measurement in government agencies and in industry. Uses of work measurement data. Relative merits and relationships of work simplification and work measurement. FALL. SUMMER. **Divine.**

Production Planning and Control**54.528**

Principles of production planning and control in government. Planning flow of office paper work, controlling flow of work, quality of work, and adjusting for human factors. Discussion of case histories in industry and government. SPRING. **Divine.**

Organizing the Government for War 54.529

Problems involved in organizing the government for total war. Nature of total war, relationship of civilian and military authority, temporary versus permanent agencies, centralization of war control and direction. Problems such as stabilization, labor, production, distribution. FALL. **Reno.**

Administration of Government Research 54.530

Unique problems in application of principles and processes of administration to government research activities in natural, physical, and social sciences. SPRING. **Hattery.**

Organization and Management: Advanced 54.620

Intensive study of principles and processes involved in organizing and managing large and complex establishments. Development of systematic criteria for use in evaluating an organization. Evaluation of significant literature in the field. Illustrations and practical applications. *Prerequisite, permission of the instructor.* FALL. **Seckler-Hudson.**

Psychology of Management: Advanced 54.621

Case work in the application of psychological principles to modern administrative management. *Prerequisite, Psychology of Management 54.520, or the equivalent.* SPRING. **Goodman.**

Executive Leadership in Government Management 54.624

Qualifications for executive leadership in government. Identification of executive talent, techniques of executive leadership, their development. Relationship of leadership to policy formation, decision-making, and operations. Patterns of organization influencing leadership. FALL.

Administrative Management: Read- ing Course 54.590

SUMMER. **Seckler-Hudson.**

RECORD AND ARCHIVES ADMINISTRATION

Management of Government Records 54.440

Overview of nature and functions of records and files. History, organization, and functions of record offices and archival agencies. Origin and nature of documentary material. Reference service. *Prerequisite, permission of instructor.* 1951 FALL. **Chatfield.**

Organization and Procedure for Hand- ling Government Records 54.441

Examination of performance of record function in government agencies through organization and procedure in various offices of origin as well as on agency-wide basis. *Prerequisite, Management of Government Records 54.540, or record work experience.* 1952 FALL AND ALTERNATE YEARS. **Chatfield.**

Arrangement, Classification, and In- dexing of Government Records 54.442

Organization of reference units, systems of arrangement, classification, and coding of record material. Preparation of indexes and other finding aids. *Prerequisite, Management of Government Records 54.540 or record work experience.* 1952 SPRING AND ALTERNATE YEARS. **Chatfield.**

Management of Special Types of Gov- ernment Records 54.443

Consideration of special types of government records in relation to problems they cause in record keeping such as personnel, accounting, public relations, and statistics. *Prerequisite, Management of Government Records 54.540, or record work experience.* SPRING 1953 AND ALTERNATE YEARS. **Chatfield.**

History and Administration of Archives: Backgrounds 54.542

History and present status of archival activities in principal countries of the world with special attention to those in the United States including states, local government

units, and institutions as well as in the federal government. *Prerequisite, permission of instructor.* FALL. **Posner.**

History and Administration of Archives: Principles and Techniques 54.543

Principles and techniques of archival administration. Laboratory instruction in appraising, arranging, and describing records. Visits to divisions of National Archives and when desired to Maryland Hall of Records. *Prerequisite, History and Administration of Archives: Backgrounds 54.642, or permission of instructor.* SPRING. **Posner.**

Documentation in Management 54.640

Relation of management to documentation. *Prerequisite, permission of instructor.* 1952 FALL AND ALTERNATE YEARS. **Morstein Marx.**

Treatment of Subject Matter in Record Administration 54.641

Study and analysis of record material for purpose of building classification and arrangement patterns effectively to meet reference needs not only of officials responsible for the day-to-day operations but also of staff and policy determining officials. Course designed for record officers, record analysts, archivists, and others responsible for the administration of record function and activity. *Prerequisite, permission of instructor.* 1952 SPRING AND ALTERNATE YEARS. **Chatfield.**

PERSONNEL ADMINISTRATION

Public Personnel Administration: Introduction 54.450

Principles and major procedures. Relationship of personnel to other staff offices and to line operations. Historical backgrounds and current developments. FALL. SPRING. SUMMER. **Bush. Short.**

Supervision in Administration 54.451

Development of supervisory relationships. Supervisory functions and responsibilities. Areas of supervisory action. Methods and tools of supervision. Current problems and trends. FALL. **Sweezy.**

Personnel Psychology 54.550

Techniques of employee selection, placement, and evaluation. Aptitude and achievement tests, rating methods, the interview. Motivation and morale factors in the work situation. Problems of fatigue and efficiency. Accidents. Personnel training. FALL. SPRING. **Harris.**

Public Personnel Administration: Problems 54.551

Consideration of personnel administration as integral part of management. Relationship of personnel and other staff officers and line operating officials. Clarification of principles. Problems, processes, and procedures related to management. Current developments. SPRING. SUMMER. **Short.**

Formulating Personnel Policies and Procedures 54.552

Fundamentals of federal personnel program and its relationship to civil service policies. Philosophies underlying policies and appropriate methods of presentation. Relation of operating procedures to fundamental policy. Centralized and decentralized personnel organizations. SPRING. SUMMER. **Camp.**

Selection and Placement 54.553

Methods of surveying manpower needs of organization. Selection processes and techniques, interview techniques, initial and internal placement. Manpower utilization, inventories of employee skills, and expansion and reduction in force. Operating relationship between placement office and other staff and line organizations. FALL. SUMMER. **Camp.**

Position Classification 54.554

Problems and methods of coordinating position classification operations with management processes of planning, organizing, staffing, and budgeting. Development and administration of position classification plans in the public service. Current methods of position analysis and evaluation in private industry, local, state, and international agencies, the military, and federal civilian services. FALL. **Severy.**

Training in the Public Service 54.555

Principles, origins, and practices in organizing, developing, conducting, and evaluating training programs. Course planned for personnel, training and operating officials, their staff members, and those preparing for such responsibilities. SPRING. **Raffa.**

Employer-Employee Relations in Government 54.556

Objectives of management and workers projected on psychological background. Motivation. Development of administrative policy. Methods and techniques for promoting desirable relations between employer and employees on the job. SPRING.

Counseling in Public Management 54.557

Principles and methods of counseling: management, employment, placement, vocational, veteran, and personal service. Personality types. Case studies. SPRING. **Luszk.**

Employee Evaluation: Performance Standards and Ratings 54.558

Problems in rating employee performance. Comparison of proposed solutions. Principles and techniques for developing performance standards. Use of performance standards in rating employee performance. Planning for employee development on basis of data obtained from performance ratings. Performance ratings as criteria for validating other techniques of employee evaluation. 1952 FALL. **Teller.**

Employee Evaluation: Testing and Measuring 54.559

Basic concepts of achievement, aptitude, personal traits, and interest testing. Procedures of scientific test construction. Types of tests. Administration and scoring of tests. Test standardization; validation essential for employee analysis. Problems in test interpretation. Use of tests in employee evaluation programs. 1952 SUMMER. 1953 FALL. **Teller.**

Employee Evaluation: Qualifications Analysis 54.560

Definition and scope of qualifications analysis. Relation of qualifications analysis to job analysis and of qualifications analysis to psychology. Psychological categories for use in qualifications analysis. Principles and problems of qualifications analysis. Recording qualifications in job specifications. Using job specifications in employee evaluation programs. 1951 FALL. 1953 SPRING. **Teller.**

Employee Evaluation: Interviewing and Personal-Data Analysis 54.561

Principles of interviewing. Types of interview. Methods of obtaining personal history. Analysis of personal history data in relation to job requirements. Systems for rating education and experience. Validation of interview and interpretations of personal history data. Use of interview and personal history data in employee evaluation programs. 1952 SPRING. 1953 SUMMER. **Teller.**

Problems in Military-Civilian Management 54.562

Adapting personnel and other management principles to the military-civilian work situation. Techniques for developing mutual understanding and teamwork. Case method approach. FALL. **Bush.**

Trends in Personnel Management 54.663

Current trends and issues in the field of personnel management. Interrelationships of public and private personnel. Individual projects. *Prerequisite, formal course work in personnel management or experience and training in the professional aspects of the field.* FALL. SPRING. **Stahl.**

Current Problems in Manpower Utilization 54.664

Effective methods in manpower utilization. National manpower supply and demand. Job rebuilding, training, transfer, and incentives. Importance of group problems and group interests. Emphasis on government; comparisons with industry. FALL. **Shover.**

RESEARCH AND SPECIAL PROJECTS**Institute for Teachers of Government and Administration [no credit]****31.050**

SUMMER. Hattery. Roth.

Institute on Administration of Scientific Research and Development [no credit]**31.051**

FALL. Hattery. Bush.

Institute on Attitude Surveys and the Federal Agencies [no credit]**31.052**

FALL. Hattery.

Research Seminar in Latin American Governments [no credit]**54.070**

Post-doctoral seminar for persons interested in research problems in Latin American governments. Inquiry into definition of significant problems for research, methodology, and bibliography. FALL. Davis.

Upperclass Reading Project**54.390****Upperclass Research Project****54.490****Integrating Seminar [1]****54.491****Washington Semester: Individual Projects and Seminar in Governmental Processes [6]****54.499**

Individual study programs for advanced students from the University and cooperating institutions. Analytical reports are prepared on some public problem in consultation with advisers. Seminar provides a framework for the individual projects through reports, conferences, lectures, and group visits to governmental agencies and other organizations. FALL. SPRING. Bradshaw. Hattery.

Problems in Public Administration**54.591**

Seminar for administrative and junior management interns. Lectures and discussions by leading authorities and government officials.

Analysis of current issues in public policy and problems in public administration. Advanced reading and written reports. Open only to interns selected by Interdepartmental Committee on Intern Programs. FALL. SPRING. Connor.

Public Administration Intern Colloquium**54.592**

Seminar for the Department of the Navy interns. Lectures and discussions. Administrative case studies and advanced reading and written reports. FALL. SPRING. Rogers.

Seminar: Public Administration Interns [6]**54.593**

FALL. SPRING. Hattery. Seckler-Hudson.

Applied Administrative Management: Seminar A**54.620**

Seminar for administrators, operating officials, and staff officers. Development of analytical approach to government reform. Diagnosis of administrative ills, and organizational pathology. Methods of improving administration. Organizational and procedural problems. Techniques of administrative analysis. Proposals for improvement and their installation. *Prerequisite, permission of department chairman.* FALL. Stone. Miles.

Applied Administrative Management: Seminar B**54.621**

Appraisal of federal reorganization programs. How executive and operating personnel bring about administrative improvements. Role and methods of staff agencies in improving management. Dealing with obstacles of effective management. *Prerequisite, Applied Administrative Management: Seminar A 54.620 or permission of department chairman.* SPRING. Stone. Miles.

Institute on Preservation and Administration of Archives [3]**31.550**

Intensive workshop offered with the cooperation of the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records. Program planned to familiarize students with most

important phases of work with records and manuscripts and to give practical experience in field by doing internship work with co-operating agencies. SUMMER. Posner.

Public Affairs Laboratory [6] 54.692

Field study of public affairs through group conferences with leading legislative, administrative, and other officials. Problems of policy, management, and organization. Reports on field conferences and demonstrations. SUMMER. Hattery. Hersh.

In-Service Training Projects 54.691

Public Administration: Case Study Research 54.692

Application of principles of public administration to a specific organizational unit. *Prerequisite, candidacy for an advanced degree in public administration.* FALL. SPRING. SUMMER. Seckler-Hudson.

Budgetary Administration: Seminar 54.710

FALL. SPRING. Seckler-Hudson.

Political Theory: Seminar in Original Sources 54.720

FALL. Robbins.

American Government: Seminar in Advanced Problems 54.730

SUMMER. Reno.

United States Public Law: Seminar 54.750

FALL. Reno.

Employee Evaluation: Seminar 54.755

SPRING. Teller.

Comparative Government: Seminar 54.770

SUMMER. Robbins.

Municipal Government and Administration: Seminar 54.780

FALL. SPRING. Held.

Applied Research Methodology: Seminar 54.790

SPRING. Hattery.

Thesis Seminar 54.799

FALL. SUMMER. Seckler-Hudson.

PROFESSIONAL INSTITUTES

L. M. HOMBERGER

Director, Division of Professional Institutes

The American University offers short, intensive institutes to meet the needs of students already established in their professional fields who desire to increase their knowledge in the theories and techniques of their specialty. The institutes are planned by the various departments of instruction under the general supervision of the Division of Professional Institutes and their programs are developed with the advice of specialists in government agencies and national organizations located in Washington. Instruction in the institutes consists of formal lectures and classroom discussions, field and laboratory work, reading assignments, and research projects. Institutes are offered as credit and non-credit courses. A limited amount of credit earned by the completion of some institutes may be offered to meet the credit hour requirements for advanced degrees, as described in the statutes of the graduate division.

Members of an institute, including auditors, are expected to complete all assignments in the course. Institutes scheduled by the University for the academic year 1951-1952 are listed below. Each institute is also listed among the offerings of the department responsible for its administration. Detailed information about the dates and programs of any institute may be obtained from the Director, Division of Professional Institutes, 1901 F Street, N. W., Washington 6, D. C.

BUSINESS STUDIES

**Institute on Employee
Communication (No Credit) 31.001**

Fee: \$75.00. FALL. Hippen. Stock.

**Institute in Business Management for
Laundry Managers¹ (No Credit) 31.003**

Fee: \$50.00. FALL. Levin.

**Institute in Business Management for
Laundry Managers² (No Credit) 31.004**

Fee: \$50.00. SPRING. Levin.

ECONOMICS

**Institute of Industrial Transportation
and Traffic Management
(No Credit) 31.020**

Fee: \$90.00. FALL. Homberger.

**Air Transportation Institute
(No Credit) 31.021**

Fee: \$90.00. FALL. Homberger.

**Rail Transportation Institute
(No Credit) 31.022**

Fee: \$125.00. SPRING. Homberger.

**Institute on Federal Taxes
(No Credit) 31.023**

Fee: \$20.00. FALL. Mann.

**Institute on Economics of Defense
Mobilization 31.524**

Fee: \$36.00. FALL. Bailly. Rosenbloom.

**Foreign Transportation Institute
(No Credit) 31.025**

Fee: \$90.00. SPRING. Homberger.

HISTORY

**Institute in the Preservation and
Interpretation of Historic Sites and
Buildings [2] 31.530**

Fee: \$30.00. SUMMER. Derby.

**Institute of Genealogical
Research (No Credit) 31.030**

Fee: \$40.00. SUMMER. Colket.

INTERNATIONAL RELATIONS AND ORGANIZATION

**Institute on the Position of the
United States in World Affairs
[4-6] 31.540**

Fee: \$80.00. SUMMER. Burr.

**POLITICAL SCIENCE AND PUBLIC
ADMINISTRATION****Institute for Teachers of Government
and Administration (No Credit) 31.050**

Fee: \$35.00. SUMMER. Hattery. Roth.

**Institute in the Preservation and
Administration of Archives [3] 31.550**

Fee: \$40.00. SUMMER. Posner.

**Institute on Administration of
Scientific Research and
Development (No Credit) 31.051**

Fee: \$35.00. FALL. Bush. Hattery.

**Institute on Attitude Surveys and the
Federal Agencies (No Credit) 31.052**

Fee: \$18.00. FALL. Hattery.

PSYCHOLOGY AND EDUCATION**NEA Institute of Organization
Leadership [4] 31.560**

Fee: \$48.00. SUMMER. Little.

**Institute on Human Relations and
Intergroup Understanding [2] 31.561**

Fee: \$24.00. SUMMER. Trueblood.

PSYCHOLOGY

RALPH BEDELL AND JOHN E. BENTLEY
Chairmen of the Departments

THE DEPARTMENTS OF PSYCHOLOGY seek (1) to give the student a better understanding of himself and his fellows through a study of the factors contributing to personal growth and effective living, (2) to establish a tolerance which comes from understanding the principles of human behavior and individual differences, and (3) to lay foundations for graduate and professional study.

General Psychology 57.200

Introduction to fields and methods of scientific psychology. Psychological make-up of the individual and the influences which affect human development and human action. Study of individual differences in aptitude, intelligence, emotions, and personality and their effects on human relations. *Course prerequisite to all other offerings in the department.* FALL. SPRING. SUMMER. Bentley. Griffin. McGehee. Trueblood. Waugh.

Experimental Psychology: Receptive Processes 57.300

Experimental study of the psychological bases of behavior and the receptive processes: vision, audition, touch, taste, smell, and the motor and organic sense. One hour of lecture and discussion and four hours of laboratory each week. Required of students majoring in psychology. *Recommended prerequisite, Fundamentals of Statistics 69.200.* FALL. McGehee.

Experimental Psychology: Behavior Processes 57.301

Experimental study of behavior reflexes, learning, perceptual response, memory, emotion, and thinking. One hour of lecture and discussion and four hours of laboratory each week. Required of students majoring in psychology. *Prerequisite, Experimental Psychology 57.300.* SPRING. McGehee.

Applied Psychology 57.302

Applications of psychology in the field of human relations. Methods of controlling human behavior, increasing human efficiency, selecting and training personnel. Fundamentals of mental hygiene. *Prerequisite, General Psychology 57.200.* FALL. SPRING. SUMMER. Bentley. McGehee. Samler. Trueblood.

Group Dynamics and Administrative Principles 57.305

Survey of important developments in the field of group dynamics. Analysis of the principles of face-to-face group functioning. Class discussion, small group projects, and individual research projects. FALL.

Psychiatric Nursing [2] 57.360-361

A two-session course. A basic course in psychiatric nursing. Provides an understanding of psychiatry as a basis for giving expert nursing care to mentally ill people. FALL. SPRING. Tilley.

Psychology of the Child 57.400

Growth through infancy and childhood with emphasis on emotional behavior, intelligence, learning, perception, and social development. Survey of techniques, tests, and methods used in the study of infancy and childhood. FALL. Bentley. McGehee.

Psychology of the Adolescent 57.401

The physical, mental, and social growth of the adolescent with special consideration

of the psychological bases of adolescent behavior. Survey of the techniques for studying adolescent behavior. SPRING. Bentley. McGehee.

Psychology of Group Activity: Participation 57.402

Study and laboratory observation of inter-personal relationships among groups. Each student is required to make systematic observations of participants in group activity and analyze his results in view of pertinent research literature. 1952 FALL. Trueblood.

Psychology of Group Activity: Leadership 57.403

Study and practice in leading one or more groups in a continuing activity. Especially for those interested in youth or adult community activities. *Prerequisite, Psychology of Group Activity: Participation 57.402.* 1953 SPRING. Trueblood.

Introduction to Social Psychology 57.404

Influences of group structure and dynamics upon the psychological development of the individual. The social environment in relation to mental hygiene. FALL. SPRING. Trueblood.

Advanced General Psychology 57.500

Critical overview of the major problems, methods, and research findings in the field of psychology. A basic course for all students interested in further work in psychology. *Prerequisite, one year of work in psychology or permission of the instructor.* FALL. Finley.

Advanced Experimental Psychology 57.501

Critical survey of the experimental investigations in the major areas of psychology. Practical experience in experimental work. One or more experiments designed and conducted by each member of the class. *Prerequisite, Experimental Psychology 57.301 or permission of the instructor.* 1953 SPRING. McGehee.

Physiological Psychology 57.502

The action systems of the human body with special consideration of the research literature in the psychology of vision, audition, cutaneous sense, the chemical sense, space perception, reflexes, and the physiological correlates of emotion and motivation. Special consideration of the psychological principles in the design of machines for human use. *Prerequisite, Experimental Psychology 57.301 or permission of the instructor.* 1952 SPRING AND ALTERNATE YEARS. Trueblood.

Theoretical Systems of Psychology 57.503

The systems and concepts of psychology involving consciousness, function, behavior, purpose, dynamism, and gestalt as they appear in the history of psychological thought. Study of the various schools of psychology. *Prerequisite, one year of work in psychology or permission of the instructor.* FALL. Bedell. Bentley.

Psychological and Educational Measurements: Group 57.504

The construction, administration, and interpretation of group tests of intelligence, aptitude, achievement, interest, and personality. Representative tests in these categories. *Prerequisite, one year of work in psychology or education.* FALL. Weitzman.

Psychological and Educational Measurements: Individual 57.505

Representative tests of intelligence and personality that require individual administration. Extensive laboratory practice in the administration, scoring and interpretation of these tests. *Prerequisite, permission of the instructor.* SPRING. Weitzman.

Abnormal Psychology 57.506

Deviations from normal behavior. Neurotic, psychotic, and psychopathic personality. Consideration of the disorders of sensation, perception, memory, motor control; psychology of functional mental disorders. Principles of psychotherapy. FALL. Bentley. McGehee. Rackley.

Mental Hygiene 57.507

Processes people employ in making everyday adjustments. Emphasis on methods of maintaining sound mental health. Bases of motivation and the development of mature behavior. Consideration of the mental hygiene of the school child. SPRING AND ALTERNATE SUMMERS. **Samler.**

Psychology of the Adult 57.508

Critical survey of principles and research studies relating to the behavior of mature individuals. Emphasis given to psychological needs, group behavior, and occupational fitness of adults. 1952 SUMMER AND ALTERNATE YEARS. **Lippitt.**

Psychology of Advertising 57.509

Psychological principles underlying successful advertising and selling efforts. Consumer motivation and buying habits. Methods and results of experimental investigations in the advertising field. *Prerequisite, General Psychology 57.200 and Principles of Advertising 11.430, or permission of the instructor.*

Dynamics of Group Behavior: Fundamentals 57.515

Inter-personal relations in group situations. Causal factors in group functioning examined along with functional roles in groups. Group structure studied in terms of various sociometric factors. FALL. **Lippitt.**

Marriage Relations 57.516

Identification and psychological analysis of the factors of harmonious and stable marriage relations. Consideration given to such matters as the relation between childhood training and adult adjustment in marriage, psychological causes of marriage failure and the resources for dealing with them, programs of education for marriage and family life. Course designed for teachers, social workers, ministers, lawyers, college graduates, and other qualified persons interested in the problems of marriage relations. *Prerequisite, permission of the instructor.* FALL. **Trueblood.**

Psychiatry in Nursing [4] 57.560-561

A two-session course. Description and dynamics of behavior in mentally ill people. Relationship of emotionally disturbed reactions to personality. Lectures correlated with clinical conferences of case presentations and actual contact with patients in psychiatric wards. *Prerequisite, Abnormal Psychology 57.506.* FALL. SPRING. **Taub.**

Neurology [2] 57.563

Anatomy and physiology of the nervous system. Clinical presentation of patients with neural disease and consideration of their treatment. SPRING. **Weickhardt.**

Clinical Psychology 57.600

Survey of the methodologies of clinical psychology including practical uses of psychometrics, psychotherapies, and case studies. *Prerequisite, one year of work in psychology or permission of the instructor.* SPRING. **Rackley.**

Behavior Problems in Childhood 57.601

Psychological bases for normal and deviate behavior in children. Childhood problems from the standpoint of the psychologist. Clinical methods employed in the psychological treatment of behavior problems. FALL AND ALTERNATE SUMMERS. **Lippitt.**

Behavior Problems in Adolescence 57.602

Psychological bases for normal and deviate behavior in adolescence. Study of adolescent problems from the standpoint of the psychologist. Clinical methods employed in the psychological treatment of behavior problems. SPRING AND ALTERNATE SUMMERS. **Lippitt.**

Psychology of Personality 57.603

Development of wholesome personality. Individual traits, individual differences, and modifications of behavior patterns in the human personality. Critical evaluation of research. Discussion of theories of personality. SPRING. **Cornsweet.**

Advanced Social Psychology 57.604

Psychological factors in human social behavior. Psychological consideration of cultural and social processes. Social aspects of perception, motivation, emotion, thinking, language, and attitudes. Survey of the research on public opinion, propaganda, race prejudice, industrial conflict, and international tensions. *Prerequisite, permission of the instructor.* FALL. SPRING. SUMMER. Endacott. Trueblood.

Dynamics of Group Behavior: Advanced 57.605

Theory of group dynamics. Inquiry into basis for philosophy of leadership as it relates to group action. Attention to group problem solving methodology and techniques of good group functioning. *Prerequisite, Dynamics of Group Behavior: Fundamentals 57.515.* SPRING. Lippitt.

Problems in Test Construction 57.606

Preparation, use, and interpretation of educational and psychological tests. Each student specializes in test construction problems in his particular field of application. Course may be elected for credit either in psychology or in education. *Prerequisite, one course in psychological or educational measurements.* 1953 SPRING AND ALTERNATE YEARS. Weitzman.

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading and Research Project 57.390****Senior Problem Analysis 57.490****Integrating Seminar [1] 57.491****Practicum in Psychiatric Nursing [6-8] 57.568-569**

Extends throughout the year. Planned observation or participation in psychiatric therapies; supervised experience as a staff nurse, head nurse, supervisor; participation in the direction of learning experiences for nursing students and in the supervision and instruction of auxiliary personnel. Administrative conferences and clinics, extensive review of current literature. An individual study on a phase of psychiatric nursing prepared by each student. SUMMER. FALL. SPRING. Neff.

Graduate Reading and Research Course 57.690

Systematic survey of literature of a major subject in psychology.

In-Service Training Project in Psychology 57.691**Practicum in Test Construction [6] 57.790**

Practical problems in test construction. Each intern files complete report of his activities and findings. Internship ordinarily in process from December 1 through following June 30. *Prerequisite, permission of the chairman of the department.*

Thesis Seminar in Psychology [6] 57.799

Preparation of the thesis for the Master of Arts degree with a concentration in Psychology. Bedell. Trueblood. Weitzman.

PUBLIC RELATIONS

WILLETT KEMPTON

Director of the Area in the Department of Communication

Programs are planned to meet the career needs of the individual. Students therefore also work in such related fields as Journalism, Television and Radio, Public Opinion, Advertising, Business Administration, and Public Administration.

Public Relations: Theory and Practice 59.500

Introduction to sequence of courses dealing with public opinion and the areas embraced by public relations. Survey of the media employed for mass communication—advertising, press, radio, periodicals, pamphlets, lectures, pictures. Study of the sociological and psychological foundations of collective behavior and of the influence of attitudes. FALL. SPRING. SUMMER. **Kempton.**

Publicity Writing 59.501

Writing techniques for public relations, publicity, and advertising programs. Instruction in the preparation of articles for newspapers, magazines, and trade journals; radio scripts; promotional booklets; press conferences and press relations. FALL. **Wilder.**

Promotional Campaigns 59.502

Case studies of promotion programs in representative organizations—such as business, governmental, and private. Analysis of specific problems in public relations. Development of a promotional campaign by each student. SPRING. **Caminita.**

Public Information Broadcasting and Telecasting 59.503

Study of television and radio as media of public relations for social, fraternal, and civic

groups, schools, cultural organizations, and government agencies. Survey of fundamentals of writing, production, and broadcasting in relation to different types of public service programs. Practice in writing interviews and spot announcements. SPRING. **Markel.**

Public Relations in Government 59.504

Objectives and problems of governmental agencies in their relations with the public. Methods by which public relations techniques may be used to promote more successful and economical execution of the law. Influence of public relations on efficiency of administration. SPRING. **Newman.**

Public Relations in Business 59.505

Study of media and techniques employed in public relations with emphasis on the relations between business and industry and various publics—such as labor, trade, dealer, customer, stockholder, and community relationships. SPRING. **Jones.**

RESEARCH

Seminar in Public Relations 59.700

Individual projects and group discussion of selected public relations problems. Permission of the instructor required. FALL. **Kempton.**

RELIGION

RALPH CANDLER JOHN *
Chairman of the Department

THE DEPARTMENT OF RELIGION offers courses planned (1) to acquaint the student with ideas about the nature of man and God as expressed in the Bible, (2) to formulate the fundamental life problems and representative religious answers by which man adjusts himself to his world, (3) to examine the life of Jesus of Nazareth and study his influence upon individual human beings and upon society, (4) to provide educational values in the humanities which come from the study of religion, (5) to equip young men and women with religious understanding, and (6) to prepare students for graduate theological studies, careers in professional religious work, and as lay workers and church secretaries. Pre-theological students must plan their courses of study to meet the admission requirements of the seminary they propose to enter.

Growth of Religious Ideas in the Bible 61.100

Development of ideas in the Bible such as the concepts of God, man, right and wrong, suffering, fellowship with God, and immortality. Consideration of the history of the Hebrew people in terms both of the definition of religious ideas and representative social processes basic in the life of all peoples in all times and places. The rise of man's self-consciousness before God, his identity, and moral responsibility. The Bible as literature. FALL. McLain.

The Life and Influence of Jesus 61.101

The life, character, and ethical teachings of Jesus of Nazareth as recorded in the New Testament. Study of Jesus' influence upon the individual and society. Inquiry into the nature of the fundamental ideas defined by Jesus such as the kingdom of God, the Heavenly Father, the children of God, and the brotherhood of man. Jesus studied against the background of His experience in Judea. SPRING. McLain.

Life, Letters, and Experience of Saint Paul 61.200

Life, experience, religious concepts, missionary activities, and organizational work of Paul of Tarsus. Consideration of his ideas about the fatherhood of God, the fall of man, the incarnation, the atonement, resurrection, and ascension, the Holy Spirit, the

sacraments, the universality of the Church and the gospel, and exchatology. Paul's influence on history. *Prerequisite, The Life and Influence of Jesus, 61.101.* 1951 FALL AND ALTERNATE YEARS. McLain.

Classics of Christian Experience 61.201

Study and interpretation of the great spiritual writings from Saint Augustine to contemporary devotional lyrics as insight into the personal meaning of religion and its individual and social expression. 1952 SPRING AND ALTERNATE YEARS. McLain.

The Christian Church in History: Saint Paul to the Reformation 61.300

Growth and organization of Christianity. Interactions of spiritual and secular society. Development of the primitive church; rise and growth of the Papacy; evolution of monasticism; missionary activity; development of creeds. 1952 FALL AND ALTERNATE YEARS. McLain.

The Christian Church in History: Reformation to the United Nations 61.301

The Reformation; heresy. Conflict of Church and State. Church division to the ecumenical movement. Influence of environment upon the Church and of Christianity upon the environment. Study of biographies of religious leaders. 1953 SPRING AND ALTERNATE YEARS. McLain.

* On leave of absence with the armed forces.
Robert Wayne McLain, Acting Chairman.

Comparative Religions 61.302

Comparative study of the world's great living religions, their founders, literature, ideas, values, and ethics in personal and social living. Inquiry into the relationships of these religions to the life, thought, and institutions of the peoples whom they influence. Survey of cults in relation to the religions studied. FALL. **McLain.**

Religious Movements of India 61.400

Study against historical background of the nature and dynamics of the religions of India during 4000 years from the Vedic Age to the 20th century. Examination of the movements which have stirred the masses: Brahmanism, Buddhism, Jainism, Vaisnavism, Shavism, Kabir-Panthism, Sikhism, Brahma Samaj, Arya Samaj, and the Neo-Vedism of Ramakrishna-Vivekananda. Study of India as the only Aryan country which has developed enduring religions. 1952 SPRING AND ALTERNATE YEARS. **Sherring.**

Principles of Religious Education 61.401

Principles of learning and teaching from the standpoint of the Church considered as a teaching institution nurturing religious experience. Survey of methods and materials. Evaluation of church school and week-day organizations and curriculums. 1952 FALL AND ALTERNATE YEARS. **McLain.**

Administration of Religious Education 61.402

Principles of organization and administration of the educational program of the church. Agencies of supervision and promotion. Place of religious nurture in the total church community. 1953 SPRING AND ALTERNATE YEARS. **McLain.**

RESEARCH AND SPECIAL PROJECTS**Upperclass Reading Project 61.390****Upperclass Research Project 61.490****Integrating Seminar [1] 61.491****Pre-Theological Studies**

Students preparing for careers in professional Christian service must plan their undergraduate programs to meet the admission requirements of the theological seminary which they propose to enter. The American Association of Theological Schools state the outcomes of undergraduate work which determine adequate pre-theological preparation as follows:

- I. Ability to use certain tools of the educated man
 - a. to write and speak English clearly and correctly
 - b. to think clearly
 - c. to read at least one foreign language
- II. Acquaintance with the world in which he lives
 - a. to understand the world of men and ideas
 - b. to be familiar with the world of nature and scientific method
 - c. to understand historical backgrounds, philosophical directions, and contemporary problems
- III. Sense of achievement
 - a. obtained from mastery of fields of study rather than the accumulation of grades and credits
 - b. derived from individual proficiency in honor courses and independent study giving opportunity to the student's intellectual achievement.

The University recommends that pre-theological students enroll for sophomore and junior colloquiums, for Upperclass reading projects and Senior Problem Analysis, and for the Washington Semester.

SECRETARIAL STUDIES

ELOISE N. MAGAW

Director of the Area in the Department of Education

Courses in beginning and advanced typing and shorthand provide training in secretarial skills for personal and professional use. The studies in addition to the development of specific skills together include rules of grammar and punctuation, spelling and hyphenation, style in writing business letters, manuscripts, reports, and tabulation, filing and indexing, and general secretarial practices.

Typing [2] 63.100

Development of skill in the use of typewriter to produce typescript of accepted standards. FALL. SPRING. SUMMER. **Magaw.**

Advanced Typing [2] 63.101

Professional typist development through practical experience in executing skillbuilding assignments given on office production basis. *Prerequisite, Typing 63.100.* FALL. SPRING. SUMMER. **Magaw.**

Shorthand [2] 63.102

Complete theory of simplified Gregg shorthand. Development of proficiency in taking dictation. FALL. SPRING. SUMMER. **Magaw.**

Advanced Shorthand [2] 63.103

Thorough review of principles of simplified Gregg shorthand. Speed dictation and transcription skill built up to professional level. Special projects assigned to give student experience in particular fields of specialization such as government, medical, and legal. *Prerequisite, Shorthand*

63.102, or the equivalent. FALL. SPRING. SUMMER. **Magaw.**

Performance Examination—Typing

The University issues a performance certificate to students who meet the standard performance of 60 words a minute minimum for 15 minutes in accordance with the International Typewriting Contest rules.

Performance Examination—Shorthand

The University issues a performance certificate to students who meet the standard performance minimum requirements of taking dictation at the rate of 120 words a minute and producing an accurate transcript of the notes at 35 words a minute in accordance with standard rules.

Secretarial Internship

The University issues a certificate of competence and a letter of recommendation upon certification by proper authority to students who qualify in typing, shorthand, and office procedures.

SOCIOLOGY

FRANK LORIMER AND AUSTIN VAN DER SLICE

Chairmen of the Departments

The program in Sociology is planned (1) to increase the student's understanding of the social processes of human living, (2) to give a historical background and scientific knowledge for dealing with present human relationships, and (3) to develop competence in methods used for the scientific analysis of contemporary social problems and trends.

BASIC COURSES

Sociology 65.200

Fundamental characteristics of group life. Relation of individual to the group and of groups to one another. Culture, personality, population and ecology, social institutions and processes, and cultural change. FALL. SPRING. SUMMER. Van der Slice. Fox. Stewart.

General Anthropology 65.201

Prehistoric man and his culture. Cultural forms and expressions representative of various degrees of cultural complexity and of various adaptations of mankind to his geographical and social environment and his historic traditions. Cultural configurations and personality types. FALL. SPRING. SUMMER. Moore.

SOCIOLOGICAL THEORY AND METHOD

Social Research 65.310

Introduction to social research: design of the experiment, sources of data, preparation of reports. *Prerequisite, Sociology, 65.200.* FALL. Bower.

Theory of Sociology 65.410

Introduction to background and development of systematic theory of sociology. *Prerequisite, Sociology, 65.200.* 1952 FALL AND ALTERNATE YEARS. Van der Slice.

Concepts of Sociology 65.510

Systematic survey and critical analysis of sociological concepts. Emphasis on theoretical backgrounds. *Prerequisite, Sociology, 65.200.* SPRING. Van der Slice.

Socio-Economic Theories and Movements: Modern Period 65.511

Principles and theories related to socio-economic movements, social reforms, and related legislative activities. Consideration of both European and American developments. *Permission of department chairman.* SPRING. Correll.

Social Science Research Methods 65.512

General graduate course in research procedures in sociology with emphasis on experimental design, survey methods, and analysis of quantitative data. *Prerequisite, permission of department chairman.* FALL. SPRING. Bower. Clague.

Communication Research 65.514

Communication of ideas in modern society. Radio, newspaper, magazine, motion picture, television as they reflect and in turn influence major social trends. Special attention to current empirical research on mass media in relation to theory of sociology. *Prerequisite, permission of the instructor.* FALL. Bower.

Attitude Measurement and Research 65.515

Examination of various means of measuring attitudes and analyzing survey data. Actual empirical field work in opinion and attitude research studied in detail to discover theoretical preconceptions involved and techniques employed. Emphasis on research methods. *Prerequisite, permission of the instructor.* 1951 SPRING AND ALTERNATE YEARS. Bower.

Research Methods in Medical**Care 65.516**

Research technics and data related to inquiry in areas of medical personnel, hospitals, cost of medical care, economic loss incident to ill health. Theories underlying important methodological techniques. Life, morbidity, invalidity, and hospitalization tables. *Prerequisite, Social and Economic Aspects of Health or the equivalent.* SPRING. **Sanders.**

History of Scientific Sociology 65.610

Comparative study of major schools of sociological thought including French, German, Italian, and British, as well as American contributions. *Prerequisite, permission of the department chairman.* FALL. **Van der Slice.**

ANTHROPOLOGY**Archeology and Physical****Anthropology 65.330**

Origin and antiquity of man's physical characteristics, reconstruction of early stages of human culture. Principles of archeological research. Relation of prehistoric cultures to contemporary society. *Prerequisite, Anthropology, 65.201.* SPRING. **Moore.**

Cultural Anthropology 65.530

An intensive analysis of a selected culture area will be the basis of surveying the principle findings of cultural anthropology and their application to societies on different levels of cultural complexity. *Prerequisite, Anthropology, 65.201,* or consent of the instructor. FALL. **Moore.**

Methods in Cultural**Anthropology 65.533**

A graduate level course concerned with understanding and evaluating methods used in collecting and ordering anthropological data for problems of history, scientific research, and application. *Prerequisite, Anthropology, 65.201, and Anthropology, 65.330.* SPRING. **Moore.**

SOCIAL ORGANIZATION**The Family 65.340**

Varying forms and functions of family organization in different societies. Evolution of American family patterns. Family relations and personality formation. Relation of contemporary social changes to family life: population; labor; income and consumption; housing; health; education; science and art; legal and political processes. FALL. **Lorimer.**

Social Organization 65.540

Basic social structure of modern society. Emphasis on American social organization. Factors in integration of society, division of labor, consensus, stratification, institutional structure, and role of social values. *Prerequisite, Sociology, 65.200.* SPRING. **Van der Slice.**

**Social History of
Protestantism****65.541**

The social teachings of the Reformation Churches, their Catholic background and changing philosophies and ethics. The growing impact of secularism. Evangelical and non-conformist movements. Aspirations of religious settlements on American soil. Protestant social idealism and its institutional forms. SPRING. **Correll.**

Sociology of Political Action 65.542

Critical evaluation of recent theories of political sociology. Analysis of cyclical theories from a psycho-sociological approach. Motivation in political behavior both on the individual and organizational level. Application of concepts of group participation from functional sociology and psychology. *Prerequisite, Sociology, 65.200, and American Government: National, 53.200.* 1951 FALL AND ALTERNATE YEARS. **Bower.**

**Development of American
Culture****65.543**

American history studied from the viewpoint of cultural anthropologist. Development of dominant American culture patterns, their relation to those of non-dominant economic, ethnic, and religious groups. Directions of cultural change. Course planned to

provide understanding of traditions which influence social thought and action. *Prerequisite, Sociology, 65.200.* 1951 FALL AND ALTERNATE YEARS. **Ware.**

American Ethnic Groups and Classes 65.544

Analysis of structure of American society with special reference to nature and inter-relations of its ethnic and economic groups. Problems relating to "minority" groups and their reflection in institutions, attitudes, and patterns of behavior. Factors affecting persistence and change in status and relationships. Problems of public policy. *Prerequisite, Sociology, 65.200.* 1952 FALL AND ALTERNATE YEARS. **Ware.**

American Communities 65.545

Analysis of the economic foundation, social and political structure, and impact on individual personality of different types of American communities. Emphasis on community services and responsibilities such as housing and health. Problems and processes of community organization and planning. *Prerequisite, Sociology, 65.200.* SPRING. **Ware.**

Collective Behavior 65.546

Analysis of crowd, mass, and public behavior. Relationship to social movements of modern times. Role of leadership in various types of collective behavior. Factors and processes in emergence of social order. *Prerequisite, permission of department chairman.* FALL. **Alpert.**

POPULATION AND ECOLOGY

Population 65.350

Theoretical and problem approach to study of population. Composition, distribution, trends, and their social implications. Basic technics of measurement. SPRING. **Lorimer.**

The City 65.351

Patterns and processes of urban society. Ecological and social organization of the modern city. Urban problems and trends. Emphasis on research methods. *Prerequisite, Sociology, 65.200.* FALL. **Fox.**

Rural Society 65.550

Structure and function of rural society. Social institutions and informal organization. Class, status, and the person. Demographic aspects of rural society. The rural community. *Prerequisite, Sociology, 65.200.* 1952 FALL AND ALTERNATE YEARS.

Analysis of Population Trends 65.551

Methods and results of population study. Growth and distribution of world population. Measurement and interpretation of variations in mortality. Use of life table functions in populations studies. Crude and intrinsic trend of fertility; factors in differential fertility. Estimates of population prospects in the United States and other countries. Regional studies; relation of population to economic resources; migration; labor force; and employment prospects. *Prerequisite, permission of the instructor.* FALL. **Lorimer.**

Population Problems and Policies 65.552

Theory of optimum population and empirical studies of relations of population density to level of living. Economic effects of population increase or decrease. Demographic aspects of international problems. Development of national policies of population in Europe and the Soviet Union. Implication of population analysis for education, social security, housing, and other fields of social policy. *Prerequisite, permission of the instructor.* SPRING. **Lorimer.**

SOCIAL PROBLEMS

Cultural Conflict 65.360

Identification of individuals and groups. Group competition and conflict. Role of stereotypes and patterns of dominance and accommodation. Conditions creating tension and crises. Types of cultural conflict: religious, racial, economic, national, and ideological. Methods of resolving cultural conflict. FALL. **Fox.**

Social Disorganization 65.560

Analysis of social problems created by technical and cultural change. Ecology of conflict, delinquency, and crime. Effect of

migration on community structure. Social background of personal maladjustment. Processes of social reorganization. *Prerequisite, permission of the instructor.* 1951 FALL AND ALTERNATE YEARS. **Fox.**

Public Welfare: Principles and Problems 65.561

Analysis of principles underlying current public welfare programs and major problems in public welfare fields including areas of unmet need. Review of early provisions for meeting needs of people. Changing concepts of helping individuals. Socio-economic forces leading to increased governmental responsibility to meet welfare needs. Organizational structure and methods of operation of Federal, state, and local agencies administering public welfare programs. *Prerequisite, permission of department chairman.* FALL. **Maritz.**

Social and Economic Aspects of Health 65.562

Survey of current health needs and health problems. Scope and adequacy of public health services. Appraisal of medical care needs in relation to available personnel and facilities. Analysis of pending legislation with reference to economic, social, and professional, and institutional factors. *Prerequisite, permission of department chairman.* 1953 SPRING AND ALTERNATE YEARS. **Sanders.**

Causes of Crime 65.563

Nature and causal factors in delinquent behavior. Natural history of delinquent careers. Programs and policies for controlling problem of delinquency and crime in urban areas. *Prerequisite, permission of department chairman.* 1951 FALL AND ALTERNATE YEARS. **Van der Slice. Van Vechten.**

Treatment of the Offender 65.564

Practices, policies, and programs for treatment of convicted offender: (1) alternatives to imprisonment: probation and suspended sentence; (2) imprisonment: jail, reformatory, and penitentiary; (3) post-imprisonment: parole, police surveillance, and rehabilitative programs. *Prerequisite, Causes of Crime, or the equivalent.* 1952 SPRING AND ALTERNATE YEARS. **Van Vechten.**

Social Security 65.565

Significance of security to individual in industrial-urban civilization. Review of causes of insecurity and ways and means adopted in United States and other countries to provide security. Relief, public assistance, unemployment insurance, survivors' insurance, old age insurance, health insurance, and workmen's compensation. *Prerequisite, permission of department chairman.* FALL. **Corson.**

Fundamentals of Housing 65.566

Major problems in production, marketing, and financing of housing. Nature and condition of housing. Technology of supplying houses, housing, and the national economy. Private and public activity in housing. *Prerequisite, permission of department chairman.* FALL. **Colwell.**

Urban Redevelopment 65.567

Theory and practice of urban redevelopment. Causal factors of city blight and slums; efforts of public and private agencies to check spread of blight and to redevelop slums and blighted areas. Discussion of planning, financial, social, and legislative aspects of urban redevelopment. *Prerequisite, permission of department chairman.* 1952 FALL AND ALTERNATE YEARS. **Searles.**

Housing Finance 65.570

History and economics of housing finance. Types of financing. Mortgage lending practices. Government assistance in mortgage financing. Sources of financing; secondary mortgage market; financing of public housing; direct investment and financing of home repair. *Prerequisite, permission of department chairman.* 1952 FALL AND ALTERNATE YEARS. **Huesman.**

Community Planning in Urban Government 65.572

Community planning as an administrative tool and its relationship to other municipal functions such as capital improvement programs, zoning, building codes, and other land and building use controls. Relationship to metropolitan, state, and national planning and housing programs. Personnel, political aspects, and public relations prob-

lems. Relationship to municipal management reform. *Prerequisite, general course in public administration, or municipal administration.* 1951 FALL AND ALTERNATE YEARS. Feiss.

Housing Market Analysis 65.573

Dynamics of local housing market. Economic factors of demand and supply which influence housing market. Emphasis on local housing finance problems at a local and a national level. 1952 SPRING AND ALTERNATE YEARS. Bloom.

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading and Research Project 65.390

Opportunity for independent study under assigned faculty tutor in area of student's special interest. Oral and written reports. Program elected in fall continues through spring session as a unit. Staff.

Senior Problem Analysis 65.490

Individual experience under faculty direction to develop competence in the analysis of a sociological problem. Emphasis on methods of inquiry and readable presentation of results of study. Problem submitted to Dean for approval upon the recommendation of the department faculty nine months before the student plans to present himself for the bachelor's degree. *Prerequisite, completion of Upperclass Reading Project with distinction.* Program elected in fall continues through spring session as a unit. Staff.

Integrating Seminar (1) 65.491

Graduate Reading and Research Project on Sociology 65.690

Opportunity for individual readings. *Prerequisite, 12 hours in sociology or permission of department chairman.* Staff.

In-Service Training Project 65.691

Research projects for limited number of qualified students working in government or

private organizations in areas related to their degree program. Project under supervision by joint agreement of faculty and organization concerned. FALL. SPRING. SUMMER. Department Chairman.

Sociological Method: Seminar 65.710

Seminar devoted to translation of theories into research operations. Students share in research projects conducted at the Bureau of Social Science Research; supervised research experience for graduate students. *Prerequisite, permission of the director of Bureau.* FALL. SPRING. SUMMER. Bower and Bureau Staff.

Theory of Sociology: Seminar 65.711

Intensive study of selected area or school of sociological thought. Emphasis on research in source material. SPRING. Staff.

Metropolitan Washington: Research Seminar 65.740

Research apprenticeship in studies conducted by the Bureau of Social Science Research. Intensive field work, analysis of survey methods, and survey results. Presentation of reports. *Prerequisite, permission of Bureau director.* FALL. SPRING. SUMMER. Bower.

Population: Research Seminar 65.750

Prerequisite, permission of the instructor. Lorimer.

Sociology Thesis Seminar 65.799

Methods of research and writing doctoral dissertations and master's theses. Van der Slice.

The Bureau of Social Science Research is an interdisciplinary unit of The American University, conducting basic and applied research in the social sciences. As a training organization, it offers the use of its facilities to students working on group research projects. Each year several students are chosen as internes at the Bureau, earning course-credit while working on various Bureau research projects within their sphere of interest.

SPEECH AND THEATER

MARY MILLER PATTON and ELLA HARLLEE

Directors of the Area in the Departments of Communication and English

Courses in speech seek to develop personal skill in oral communication and in the effective oral expression of ideas and convictions with attention to proper articulation and phonation. The program is planned to benefit students especially who are preparing for professions where speech is a necessary tool such as law, ministry, community and professional theater, the public platform, and teaching. Courses in the theater acquaint the student with representative types of classical and contemporary drama. Emphasis in dramatic presentations is upon the growth of the student and the enrichment of his experience. Students present four major performances each year: a modern drama in the fall, a student-written musical revue dealing with federal politics in the winter, a traditional Shakespearean play in the outdoor theater in the spring, and a repertoire theater in the summer. In addition the department presents a series of one-act plays during the fall, winter, and summer months. A laboratory fee of \$2.00 is charged in all courses marked with an asterisk.

Speech Fundamentals (no credit) 67.001

Laboratory work in voice and diction. Diagnosis, recordings, exercises and practice in speech improvement. **Staff.**

*** Speech 67.100**

Study and application of principles underlying use of voice and body in effective communication. Student hears and studies own voice in speech laboratory by use of recordings and play-back machines. Practice in finding subjects and materials, organizing and outlining speeches. Experience before an audience. Course required of all freshman students in College of Arts and Sciences. Course in College extends over fall-spring sessions with 1½ credits each session; in School of Social Sciences and Public Affairs work completed in one session. **FALL. Patton. Harllee.**

*** Voice and Diction 67.103**

Voice production fundamentals. Proper articulation and phonation. Exercises for voice improvement. Analysis of American speech sounds. Treatment of individual student speech problems through recordings and interviews. **FALL. SPRING. Harllee.**

*** Public Speaking 67.200**

Practice in preparation and presentation of talks and speeches demanded in modern government and in civic and social life.

Emphasis on analysis of subject matter, purpose, audience, and arrangement and development of materials for particular kinds of audiences and occasions. Rhetorical principles; audience psychology; construction of speeches for special occasions. Practice to develop clear thinking, ease, and effectiveness. **FALL. SPRING. SUMMER. Harllee. Montano.**

Interpretative Reading 67.201

Analysis, interpretation, and practice in expressive reading and speaking of literature to develop insight and personal ability in sharing literature with an audience. Nature and technique of creative interpretation. Thorough study of techniques of reading aloud. Each student required to present an interpretative recital including original sketch. *Prerequisite, Speech 67.100.* **1952 FALL. Patton.**

*** Advanced Voice and Diction 67.300**

Techniques of oral interpretation. Practice in oral presentation of published speeches and dialogues, oral reports, stories, and poetry. Intensive practice in voice and articulation improvement. *Prerequisite, Voice and Diction 67.103.* **Harllee.**

Play Production (2) 67.250

Problems of dramatic art: stage mechanics, scene construction, painting, backstage and theater organization. Laboratory work. **FALL. Miller.**

Play Production (2) 67.251

Design of miniature stage set, preparation of costume plates for designated play, directing. Crews for University plays selected from class. *Prerequisite, Play Production 67.250.*

Acting 67.252

Intensive work in techniques of creative acting. Bodywork, motivation, pantomime, characterization, and improvisation. Laboratory stage work. *Prerequisite, permission of instructor.* FALL. Patton.

Acting 67.253

Dramatization of scenes from selected plays with special attention to analysis of dramatic roles and character delineations. Each student creates at least one major role in laboratory play. *Prerequisite, Acting 67.252.*

Advanced Play Production (3) 67.350

Technical problems confronting director. Selection of plays, casting, rehearsals, stage, business, and acting techniques. Each student plans complete production and submits

sketches, models, and working drawings for three-act play; and also produces and directs a one-hour play before audience. 1952 FALL AND ALTERNATE YEARS. Montano.

History of Theater and Drama Types (2) 67.450

Development of theater from classical to modern times. Evolution of physical theater and styles of writing. Required reading of selected plays representing each period. 1953 FALL AND ALTERNATE YEARS. Patton.

History of Theater and Drama Types (2) 67.451

Survey of theater with emphasis on contemporary drama from Ibsen to Broadway. Individual research on selected trends. *Prerequisite, History of Theater and Drama Types 67.450.*

Repertoire Theater (3) 67.550

Intensive study and cooperative presentation of summer outdoor theater. Students produce and act American dramas. SUMMER. Osten.

STATISTICS

JOHN H. SMITH
Chairman of the Department

THE DEPARTMENT OF STATISTICS offers training in quantitative methods of research, especially in the social sciences. Degree programs require a distribution of studies in the areas of statistical theory, applied statistics, and subject matter fields. Emphasis on relative advantages of various techniques with respect to purpose of the study is designed to increase the effectiveness of the student's training. This orientation is especially valuable in Washington where programs of the Government of the United States often require adaptation of techniques of collection and analysis of quantitative information.

Fundamentals of Statistics 69.200

Collection and classification of data, tabular and graphic presentation, averages and measures of dispersion, errors of random sampling and standard-error analysis, linear regression and correlation between two variables. *Prerequisite, advanced algebra in high school, one session of college mathematics, or permission of the department chairman.* FALL. SPRING. SUMMER. Dayton. Puppa. Byham.

Business Statistics 69.300

Price indexes, analysis of time series, indexes of physical volume, elements of multiple correlation and statistical inference. *Prerequisite, Fundamentals of Statistics, 69.200, or equivalent.* FALL. SPRING. SUMMER. Dayton. Byham.

Intermediate Statistics 69.301

Application of statistics in social sciences emphasizing the following techniques: sampling design, correlation, contingency tables, and tests of significance. *Prerequisite, Fundamentals of Statistics, 69.200 or equivalent.* SPRING. Rubin.

Graphic Presentation of Statistical Data 69.360

Principal functions of the statistical chart, types of chart for special purposes. Workshop approach to use of color, commercial materials, lettering sets, and other devices. Sources of materials, duplicating processes, methods of preparing exhibits, planned displays and publications, audio-visual media. FALL. SUMMER. Spear.

Graphic Presentation of Statistical Data: Advanced 69.361

Practical applications of the principles of graphical presentation for specific purposes: company reports, results of surveys, public exhibits, congressional hearings, executive conference room meetings, charts for newspaper and magazine articles, pamphlets, advertising, television. *Prerequisite, Graphic Presentation of Statistical Data, 69.360 and work in drafting and commercial art or permission of the department chairman.* SPRING. Spear.

Mathematical Statistics 69.500

Frequency and probability distributions. Binomial, Poisson, and normal distributions. Generating functions and cumulants. Bivariate distributions. Introduction to simple sampling, correlation, analysis of variance, and associated tests of significance. *Prerequisite, six hours of statistics and six hours of calculus.* SPRING. Smith.

Correlation Analysis 69.502

Simple, partial, and multiple correlation. Graphic and mathematical methods for dealing with curvilinear and non-additive relationships. Tests of significance and confidence intervals associated with simple and partial regression co-efficients. Computational methods based on elements of the reciprocal of the correlation matrix. *Prerequisite, three hours of calculus and six hours of statistics.* FALL. Smith.

Analysis of Variance 69.504

Analysis of sums of squares into components attributable to different factors with

tests of significance for factors of interest in each problem. Latin square and simple factorial design problems with some attention to more general problems involving confounding and multiple classification with unequal frequencies. *Prerequisite, six hours of calculus and six hours of statistics.* SPRING. Smith.

Theory of Sampling 69.510

Planning of economic and social surveys to achieve maximum efficiency. General methods applied to large variety of sampling situations. Stratification, choice of sampling units, sub-sampling, double sampling. Uses of biased methods of sampling and estimating. Evaluation of the precision and bias of the results obtained. *Prerequisite, three hours of calculus and familiarity with elementary sampling concepts.* FALL. Evans. Cornfield.

Theory of Sampling: Advanced 69.511

Advanced problems of sampling design. Cluster sampling, effects of cluster size on reliability of a given size sample, sub-sampling, information per dollar as a function of number of clusters and relationships among different types of costs, sampling with probability proportional to size, systematic sampling, restricted sample designs. *Prerequisite, Theory of Sampling, 69.510.* SPRING. Evans. Cornfield.

Probability 69.512

Definitions of probability, permutations and combinations, hypergeometric, binomial and Poisson distributions, a posteriori or inverse probability, difference equations, law of large numbers, probability distributions of continuous variables. *Prerequisite, six hours of statistical theory having calculus as a prerequisite.* FALL. Blanche.

Probability Methods in Numerical Analysis 69.514

Mechanical quadrature by statistical sampling methods, matrix inversion by sampling methods, approximate solutions of boundary value problems by probabilistic devices, statistical diffusion and transport problems, statistical solutions of eigenvalue problems,

related theory of stochastic processes. *Prerequisite, an advanced course in mathematical statistics with a calculus prerequisite.* SPRING. Curtiss.

Theory of Probability for Physical Scientists [6] 69.517-518

A two-session course. Foundations of the theory of probability, fundamental definitions. Random variables and distribution functions. Multivariate distributions, conditional and marginal distributions, statistical independence. Special distribution: the binomial, the Poisson, the normal distribution. Addition of independent random variables, the law of large numbers, various modes of convergence of random variables, convergence in probability, convergence in the mean, almost certain convergence. The strong law of large numbers, the law of the iterated logarithm. Differentiation and integration of random variables. Markoff chains. Transition probabilities, ergodic properties. Simple continuous Markoff processes. The Chapman-Smoluchowsky and the Fokker-Planck equations. *Prerequisite, Advanced Topics in the Calculus, 41.320 or the equivalent. Some knowledge of linear algebra desirable.* Not given in 1951-1952.

Design of Schedules for Data Collection 69.520

Application of statistical and social science criteria to the design of forms used to collect information in fields of government, education, and private industry. FALL. Rubin.

Statistical Theory of Measurements 69.573

Mathematical treatment of measurement processes based on modern developments in mathematical probability, statistical inference, and industrial process control. Measurement, scales, direct versus indirect measurement. Limiting mean, true values, errors, mathematical and statistical convergence. Statistical techniques for detection and diagnosis of errors. Precision versus accuracy. *Prerequisite, a bachelor's degree in one of the sciences and a first course in probability or modern statistical methods, or consent of the instructor.* SPRING. Eisenhart and staff.

Machine Methods in Large Scale Surveys 69.530

Administering large scale surveys with emphasis on efficient planning. Editing, checking, coding, tabulating, and analysis by means of punched cards and mechanical tabulating equipment. *Prerequisite, a course in statistics or adequate experience.* FALL. Binder.

Machine Methods in Large Scale Surveys: Advanced 69.531

Practical applications of the punched card method in large scale surveys. Problems in machine utilization, plug-board wiring, and development of mechanical tabulating procedures. *Prerequisite, Machine Methods in Large Scale Surveys, 69.530, or permission of the department.* SPRING. Binder.

Labor Statistics: Labor Force 69.540

Sources, methods of collection, and critical analysis of statistics of the labor force. Occupational descriptions and classification, industrial classification, industrial censuses, employment and payrolls, absenteeism, and estimates of employment and unemployment. FALL. Wolfbein.

Labor Statistics: Wages and Productivity 69.541

Wage rates, union scales, vacations, retirements. Prices and real wages. Sources, methods of collection, analysis, and presentation. Application to labor problems. SPRING. Wolfbein.

Factor Analysis 69.550

Theory and computational methods designed to analyze and describe a set of measurements on a large number of variables in terms of a small number of factors with emphasis on psychological applications. *Prerequisite, one year of statistics with some work in multiple correlation. Additional work in statistics, mathematics, and psychological tests and measurements desirable.* FALL. Harmon.

Quality Control and Administration 69.570

Application of elementary statistical methods to control of quality of product or work

output with emphasis on appropriate methods of combining information thus obtained with other types of information in connection with industrial and administrative problems. *Prerequisite, Fundamentals of Statistics, 69.200, and some background in administration.* FALL. Smith.

Sequential Analysis 69.571

Methods based on selection of observations singly or in groups until a hypothesis may be accepted or rejected with a specified risk. Application to acceptance inspection and quality control. *Prerequisite, a course in statistics with a calculus prerequisite or experience in quality control work.* SUMMER. Smith.

Design and Interpretation of Experiments 69.572

Introductory course concerned with setting forth (a) the characteristics of a good experiment, (b) experimental designs and the associated statistical techniques for analyzing the data, and (c) methods for improving the precision of experiments. The topics will be illustrated by examples. *Prerequisites, Fundamentals of Statistics, 69.200, or equivalent and advanced work in one of the sciences.* FALL. Youden.

Estimation and Testing Hypotheses 69.600

Least squares, maximum likelihood, confidence intervals. Properties of statistics and criteria of estimation, alternative hypotheses and errors of first and second kinds, desirable properties of test criteria. *Prerequisite, Correlation Analysis, 69.502, and Analysis of Variance, 69.504.* Not offered in 1951-1952.

Characteristic Functions 69.602

Applications of characteristic functions to statistical problems, especially to those involving sampling distributions of statistics and criteria used in tests of significance. *Prerequisite, at least six hours in statistics with calculus prerequisite.* Not offered in 1951-52.

Statistical Decision Functions 69.604

Comparisons of methods based on statistical decision functions with alternative tech-

niques for deciding on reasonable courses of action based on incomplete information. Roles of alternative specification of the problem of inference, assignment of probabilities to each possible situation and the minimax principle as used in the theory of games. *Prerequisite, at least six hours in statistics with a calculus prerequisite.* FALL. Smith.

Morbidity and Mortality Analysis **69.640**

Sources of morbidity data, definition and computation of measurements of morbidity, construction of morbidity tables, application of actuarial techniques in follow-up studies. Definition and computation of life table functions, biological aspects of life tables with application to morbidity and mortality data. SPRING. Dorn.

Econometrics: Statistical Analysis of Time Series **69.680**

Estimation of parameters in dynamic probability models, comparative advantages

of alternative methods of studying related economic time series such as ordinary regression analysis and input-output technique. *Prerequisite, Correlation Analysis, 69.502, and some work with continuous probability functions.* Not offered in 1951-1952.

RESEARCH AND SPECIAL PROJECTS

Upperclass Reading Project 69.390

Upperclass Research Project 69.490

Graduate Reading Project 69.590

Graduate Research Project 69.690

Seminar in Statistical Theory 69.790

Thesis Seminar in Statistics 69.799

TELEVISION AND RADIO

WILLETT KEMPTON

Director of the Area in the Department of Communication

Courses in television and radio require a combination of imagination, verbal skill, and professional practice. The courses are taught for the most part by professionals in the fields and emphasize workshop methods. By agreement with WMAL-TV, the transmitter station of which is located on the University campus, the University has access to professional properties and station time for telecasting.

Introduction to Television and Radio 71.300

Survey of the organization and principles of broadcasting and telecasting operations. Duties, responsibilities, and activities of each department in a television and radio station. Lectures and demonstrations by personnel from the profession. *Prerequisite to all other courses in the area.* FALL. SPRING. SUMMER. Wood.

Television and Radio Speech 71.400

Essentials of effective microphone speech. Improvement of voice production and tonal quality through individual analysis. Preparation and delivery of speech assignments in sports and special events. Introduction to acting and announcing. Laboratory fee for parttime students, \$2.00. FALL. SPRING. SUMMER. Fiske.

Television and Radio Writing 71.401

Practice in writing of various types of continuities, commercials, interviews, reports of special events, and musical introductions. Survey of the technical requirements for formats, typing, timing, and spacing. FALL. SPRING. SUMMER. Maurer.

Television and Radio Music 71.402

Place and function of music in radio and television: planning musical programs, clearance and copyright problems, talent selection, the makeup and upkeep of a music library; sources of recorded and transcribed music, problems of live musical programs, incidental music, the function and relation-

ship of the music librarian to the other members of a station staff. SPRING. Burgin.

Television and Radio Dramatic Writing¹ 71.500

Specialized training in the techniques of planning, organizing, and creating dramatic scripts. Study of sketches, originals, adaptations. Emphasis on plotting, characterization, dialogue, pacing, mood. Use of music and sound. Practical application of principles in writing all types of dramatic television and radio scripts. FALL. DeVries.

Television and Radio Dramatic Writing² 71.501

Continuation of the work of 71.500. *Prerequisite, Television and Radio Dramatic Writing¹ 71.500.* SPRING. DeVries.

Television Writing: Advanced 71.502

Fundamental problems of preparing written materials for television. Differences between television and radio scripts, research methods used for writing commercials, informational programs and dramatic shows. *Prerequisite, Television and Radio Writing 71.401 or equivalent.* SUMMER. DeVries.

Television and Radio Newswriting 71.503

Planning, writing, and editing newscasts for radio and television. Work developed from sources available to broadcasting stations. Policies governing news writing and editing. Functions and organization of station and network news staffs. Emergency

and special events activities. Practical experience using actual wire copy and other source materials. 1952 FALL. **Edwards.**

Television and Radio Announcing¹ 71.504

Microphone training. Study of functions and duties of announcers. On-the-air and off-the-air responsibilities. Staff assignments, sustaining and commercial, narration, interviews, newscasts, special events, reporting, sports, and audience participation. Live and film commercials, timing, pacing. Analysis of individual work in all phases of announcing. *Prerequisite, Television and Radio Speech 71.400 or the equivalent.* Laboratory fee \$2.00 for parttime students. FALL. **Stepler.**

Television and Radio Announcing² 71.505

Continuation of 71.504. *Prerequisite, Television and Radio Announcing¹ 71.504.* Laboratory fee \$2.00 for parttime students. SPRING. **Stepler.**

Television and Radio Acting¹ 71.506

Study of casting, auditions, and rehearsals. Terminology and signals. Characterizations, dialects, pacing, memorization, movements, studio practice, microphone techniques. Relation of actor to other elements in production. Professional organizations. Laboratory fee \$2.00 for parttime students. FALL. **Beckerman.**

Television and Radio Acting² 71.507

Continuation of 71.506. *Prerequisite, Television and Radio Acting¹ 71.506.* Laboratory fee \$2.00 for parttime students. SPRING. **Beckerman.**

Television and Radio Production and Direction¹ 71.508

Study of production problems: budget, script, casting, rehearsals, timing, pacing, sound, music, visual aids, signals and showmanship. Relation of producer-director to administration, talent, and engineering. Practical application and observation of techniques under actual studio conditions. Laboratory fee \$2.00 for parttime students. FALL. **Halbert.**

Television and Radio Production and Direction² 71.509

Continuation of 71.508. *Prerequisite, Television and Radio Production and Direction¹ 71.508.* Laboratory fee \$2.00 for parttime students. SPRING. **Halbert.**

Television and Radio Management 71.510

Obtaining a station license; network affiliation versus independent operation; building and training a station staff; labor problems; functions and inter-relationships of broadcasting departments; research as a management tool; community activities of station management; standards of practice. SPRING. **Juster.**

Television and Radio Advertising 71.511

Analysis of the techniques of advertising and selling for television and radio. Relation to other advertising media. Organization and function of advertising agencies; ratings, rate cards, and contracts; commercial announcements and programs; audience, market, and product analysis; building and selling campaigns. FALL. **Juster.**

Television Programming 71.512

Analysis of various types of programs, audience reactions, and community relationships. Program building, traffic and schedules for stations and networks. Tools and techniques of both studio and remote productions. Use of films and visual materials. Studio observation. SUMMER. **Kelly.**

RESEARCH AND SPECIAL PROJECTS

Television Workshop 71.513

Advanced training in the theory and practice of all phases of television studio production, including script writing, acting, directing, and producing. Fee of \$76.00 includes \$40.00 laboratory charge. Enrollment limited. *Prerequisite, permission of director of television and radio studies.* FALL. SPRING. **DeVries.**

Seminar in Television and Radio 71.700

Kempton.

IV.

STUDENT AFFAIRS

DOROTHY DITTER GONDOS
Chairman of the Division of Student Affairs

Student affairs activities provide intimate interest groups for the cultivation of personal relationships and the definition and direction of special aptitudes. Participation gives experience in the conduct of an organization and enriches student life. The University holds that personal experience in informal associations supplements the work of the classroom and laboratory. The man becomes a citizen when he participates in the common life, voluntarily accepting its obligations and demonstrating his sincere purpose to work with and for others.

"A" Club

The "A" Club invites women to its membership when they have performed outstanding service to extracurricular women's athletics. Two field days and banquets are held each year for the initiation of members and the presentation of awards.

Alpha Psi Omega

Outstanding performance in any phase of dramatic work makes a student eligible for election to Alpha Psi Omega, the national honorary dramatic organization. A candidate for membership must declare an apprenticeship in the theater and complete a probationary period.

The American University Choir and Chorus

The University Chorus is the representative musical organization. It performs a schedule of work throughout the year, including the Christmas and spring concerts. The choir sings each week at the chapel services. Membership is by invitation of the chairman of the department of music after try-outs held at the beginning of each session.

The American University Eagle

Published under the direction of a publications board, the *Eagle* is an all-university newspaper. The editor is a student in the University in studies of the last half of the junior and first half of the senior year. The officers of the paper are elected by the board

on the basis of their quality and performance.

Aucola

Issued each year before Commencement, the *Aucola* is the University annual. Officers are elected from candidates who have performed outstanding service in the publication of the volume.

Beta Beta Beta

A student concentrating in biology becomes eligible for election to Beta Beta Beta, national biology honor society, when he has completed at least 12 academic hours of work in the department of biology with a 2.00 average or better and maintains a satisfactory academic standing in other studies. Biennially the society sponsors the science show.

Cap and Gown

Cap and Gown each spring elects to membership junior and senior women who have distinguished themselves in scholarship, leadership, and campus activities.

Chemistry Club

An affiliate of the American Chemical Society, this organization provides top-level professional associations for chemistry majors.

Community Association

The student governing body at the School of Social Sciences and Public Affairs, this

group meets twice each month, includes student and faculty representatives. Its executive body is the community council.

Delta Sigma Rho

A student who has been a member of a varsity debate squad for at least two years and who has participated in at least one intercollegiate debate in each of these years with a total of at least three debates is eligible for election to the national debate honor society, provided he maintains an academic average of 2.00 or better.

Der Deutsche Literarische Verein

The German society, affiliated with the interscholastic Federation of German Clubs, is a social group informally concerned with German culture, songs, music, and literature.

El Club Pan Americano

The Spanish club plans programs to acquaint students with the art, life, traditions, and literature of Spain and Spanish-American countries. The Pan American Union and the Hispanic Foundation in the Library of Congress affords members of the club an opportunity to become better acquainted with Spanish-American life and culture. Pan-American Day is celebrated each year with a special event.

Future Teachers of America

In cooperation with the National Education Association, the Future Teachers of America associates in a common professional interest students preparing for careers of teaching.

Interfraternity Council

The interfraternity council is the cooperating organization of the men's fraternities.

International Relations Club

The International Relations Club is an organization of students, including a large number from foreign countries, who are seriously interested in the relationship of the United States to other countries and world problems. It is related to the Carnegie Endowment for International Peace.

Junior Alliance Francaise

The purpose of the Alliance is to stimulate the interest of the student in the varied phases of French life and culture, to provide opportunity for him to hear celebrated artists and lecturers both in the junior group and in the senior Alliance group and to associate with the French-speaking community in the Capital. The American University society was the first collegiate branch in the United States to become affiliated with the International Alliance Francaise.

Music Club

With membership open to any student of musical ability, the Music Club relates the musical life of the capital and the campus to the interests of students. It promotes concerts, recitals, and lectures, and holds monthly laboratory sessions for student performance.

Omicron Delta Kappa

Alpha Omega Circle of Omicron Delta Kappa elects to its membership junior and senior men who have distinguished themselves in activities, who have high scholastic standing, and who have demonstrated strength of character.

Omicron Epsilon

A student who demonstrates an ability to write poetry becomes eligible for election when in the opinion of the members of the society productions of the student merit recognition.

Panhellenic Council

The Panhellenic Association is the cooperating organization of women's fraternities. Its purpose is to maintain on a high plane fraternity life and interfraternity relationships, to cooperate with the University in its program, to maintain high social and scholastic standards, and to be a forum for the discussion of questions of interest to the University and the fraternity world.

Pi Delta Epsilon

A student who has had a staff position on a University publication for at least two years becomes eligible for election to Pi

Delta Epsilon, national journalistic honor fraternity.

Political Club

Intended to further the student's understanding of political trends, issues and practical politics, this organization through its monthly meetings presents speakers and discussions from both political parties and provides channels for political expression and usefulness.

Radio-Television Guild

This organization concentrates on the fields of radio and television. Production teams, selected from students interested and talented in all phases of radio make recordings and put on live shows over local and network stations. Although the guild is primarily for radio-television majors it is open to anyone who has 6 hours in radio-television or the equivalent in practical experience.

Registered Nurses Club

Open to all registered nurses pursuing courses at the University, this group sponsors monthly meetings with speakers or panel discussions on subjects relating to the profession.

Society for the Advancement of Management

Affiliated with the national organization of leading executives and industrial engineers, SAM encourages and promotes the science of management through research, discussion and publications. Monthly meetings provide opportunity for students to know personally leading business men.

Sociology Club

In monthly meetings this group stimulates interest in sociology by providing opportunity for the discussion of sociological and related problems.

Speech Club

Development of dramatic talent is the prime concern of this club which is open to all who desire to participate or sponsor activities in the field of speech.

Student Association

Students at the College of Arts and Sciences find the chance to express their opinions and govern themselves through this organization, to which all full-time College students belong. Its executive body is the College Council, composed of both student and faculty members meeting weekly.

University Honor Society

Seniors of high scholastic standing are elected by the faculty to the University Honor Society. Faculty members belonging to Phi Beta Kappa and Sigma Xi become members by virtue of such distinction.

Valedas Club

This organization attempts to secure participation of independent women in all of the University activities.

Varsity "A" Club

The Varsity "A" Club is an association of men who have been awarded letters for participation in major sports. The Club co-operates with the Division of Health and Physical Education in promoting athletics, sportsmanship, and scholarship.

V. UNIVERSITY STATUTES

1. GENERAL

1.00 Sessions. The American University divides the academic year into trimesters. The fall session begins in late September or early October; the spring session in early February; and the summer session in middle June. The summer session is divided into two halves with the second half beginning at the end of July or in early August. A student may enroll in any session, day or evening, fulltime or parttime, and carry forward studies toward a degree program. The summer session program includes specialized professional institutes which supplement the regular offerings.

1.01 Registration. A student after counseling registers for studies at the beginning of the fall, spring, and summer sessions. In building a program of studies a student selects courses as prescribed to insure proper sequences and adequate prerequisites. Courses specified as prerequisite to any particular course must be met as a condition precedent to pursuing that course.

1.02 Program of Studies. The University expects a degree student at the time of his first registration to project his academic plan into a program of studies to achieve his academic objective. Upon the basis of such a projected program of studies the student submits his proposed course of study for each session for preliminary counseling to his advisor in advance of formal registration. The student's proposed session program of studies must be approved and signed by his advisor before the registrar has authority to accept the registration. The session program of studies elected is only a unit in the whole program of the student's studies defined as a sequence of courses to be taken over a period of years to achieve a degree objective and to fulfill graduation requirements for that degree.

1.03 Log Book. Each student at the time of his first matriculation obtains from the University book store a log book. In this log book the student keeps

his own cumulative record including documents such as letters of admission, program plans, reports of performance in courses, and other records important to his University experience. The student bears the responsibility for presenting this log book of his record to the counselor at advisory and consultation appointments as a factual guide to advisement.

1.04 Counseling. The purpose of academic counseling is to provide a systematic and sympathetic association between a student and a faculty member (a) to clarify goals of education, (b) to specify the steps necessary to achieve those goals by the planning of academic and student affairs activities, (c) to utilize the services of the various specialized counseling and remedial services of the University, and (d) to give the student as a result of systematic counseling confidence, assurance, purpose, and the satisfaction that comes from the progressive achievement of goals. Central responsibility for the administration of the academic counseling program of the University resides in the provost. Each dean is responsible for the administration of the counseling function of his division of the University. Deans meet regularly with the provost for planning, program review, and reporting. Two types of counselors are (a) general counselors responsible for advising and guiding students who have not yet decided on their academic goals and (b) specialized counselors responsible for advising and guiding graduate, professional, and undergraduate students who have decided on their academic goals. Counselors are selected by the dean of each division. General counselors are assigned to individual students by the dean of the division concerned. Specialized counselors are assigned to students by the dean of the division concerned acting on the recommendation of the departmental chairman or other academic administrative officer

concerned. Changes in counselors assigned to students may be made at any time by the dean for any reason which he feels makes such action advisable or upon the request of a student to the dean. Counselors interview fulltime students to whom they have been assigned not less than twice in each academic session and are responsible for familiarizing themselves with the records of their counselees, for providing them with formal and informal guidance, for referring their counselees to specialized University services that can be of assistance to them, and for reporting in detail to deans and committees as required.

Each dean maintains an indexed master counseling ledger that gives the name of every fulltime student enrolled for a degree program. The counselor fills out a standard report at each interview and submits one copy to the dean, one copy to the registrar to be placed in the student's permanent file, one copy for the departmental record, and one copy for the student's use as authorization to register for courses.

1.05 Grade Reports. The registrar immediately after the close of each session submits to students unofficial grade reports describing performance in courses elected.

1.06 Cumulative Record Reports. Students who have completed fifteen hours of work in any academic year receive annually from the registrar for the log book a cumulative academic record showing progress to date.

1.07 Honors Convocation. Students who attain a grade point average of 2.5 in any session are recognized in the succeeding session at an honors convocation.

1.08 Psychological Services. The University through the Guidance Center conducted by the Departments of Education and Psychology offers to students services, remedial counseling, and clinical assistance which may help them better to take advantage of opportunities within the University.

1.09 Curriculum Development and Evaluation. Study of the curriculum look-

ing toward its improvement and adjustment to the needs of students and the community as well as the measurement of the outcomes of instruction is conducted by committees within each division of the University with reports to the Committee on Academic Standards for study, review, and incorporation into the total University policy and program.

1.10 Acceleration. Students anticipating military service and others wishing to complete university work on a time schedule shorter than the conventional pattern may arrange with counselors and deans to plan programs both in hour-load and level adjusted to personal need on the basis of personal ability.

2. CLASSIFICATION OF STUDENTS

2.00 Fulltime Student. A fulltime student carries not less than 12 nor more than 18 credit hours a session.

2.01 Parttime Student. A parttime student carries less than 12 credit hours a session. A parttime student must meet the regular admission requirements and is subject to all the standards and regulations of the University. A fully employed parttime student making satisfactory progress toward graduation may carry not more than 10 credit hours a session, 4½ in any fall or spring half session, or 5 hours in any summer half session. A student employed more than 20 hours a week must register as a parttime student.

2.02 Special Student. An applicant 21 years of age or over whose previous experience, maturity, interest in professional advancement, and apparent ability qualify him to undertake work in a limited or specialized field may be permitted without meeting formal entrance requirements to register for not more than ten credit hours in any session. Credits earned by a special student may not be applied toward the fulfillment of degree requirements unless such special student establishes his eligibility for admission to full standing as of the time he registered. A student denied ad-

mission to full standing or a student who has been dismissed from any university may not be admitted as a special student. An applicant for admission as a special student obtains permission to register from a registration counselor and registration officer and proceeds to execute all documents necessary for registration.

2.03 Auditor. The University may admit a qualified student to certain courses as an auditor. An auditor is not required to participate in classroom activity, or to take examinations, has no record kept of attendance, receives no grade, earns no credit, and may not under any conditions be awarded credit for courses audited.

2.04 Course Listener. A dean may permit a fulltime student to listen to a course when such attendance is useful to the student as work collateral with studies he is pursuing. A dean may issue such permission at any time during a session by certifying the listening privilege to the registrar by the endorsement of a student's petition approved by the instructor in the principal course.

2.05 Change in Program of Studies. A student may not change the program of studies for which he is registered in any session except by permission of the dean upon recommendation of his advisor. He may not add a new course to his schedule after the end of the second week of the course. He may officially withdraw from one or more courses for which he is registered during the first four weeks of full session courses or not later than the end of the second week of half session courses. In special cases the dean may approve requests for withdrawal beyond these limits.

2.06 Registration Deadline. A student may not register for any course after the second week of any session.

3. GRADUATE DIVISION

3.00 Application for Admission. An applicant for admission to the graduate division (1) executes the application-for-admission form supplied by the graduate dean, 1901 F Street, N. W.,

Washington 6, D. C., (2) supports the application with an official transcript of record showing (a) degrees already received, (b) courses completed in earning such degrees, (c) the academic grade received in each course, (d) the basis for grading in force in the institution certifying the transcript, (3) indicates the department of study in which he proposes to do his principal work, (4) submits in the case of full-time study a certificate of medical examination prepared on forms supplied by the graduate dean.

3.01 Tentative Admission. The graduate dean on the basis of oral interview and review of the applicant's statement on his record may grant tentative admission subject to verification of the record by the supporting documents.

3.02 Auditors and Students for Transfer Credit. The graduate dean may admit to graduate study without the submission of supporting transcripts or other documents qualified persons who wish for professional reasons to pursue particular courses not for credit as auditors. A student pursuing work in another institution may be similarly admitted if he presents a written statement from the appropriate official of such institution attesting that the student is in good standing in that institution, that the registration is approved, and that credit earned in The American University will be accepted and entered on the student's record.

3.03 Admission to Full Standing. The graduate dean may admit to full standing an applicant who holds a bachelor's degree earned by pursuing a four-year academic curriculum or its equivalent in an accredited institution in which such student has completed a major sequence of studies with an average grade of not less than B in that field of the social sciences in which he proposes to study in The American University. Graduate work already taken in the prospective field will be given appropriate consideration.

3.04 Admission to Qualified Standing. The graduate dean may admit an applicant to qualified standing when such student holds a bachelor's de-

gree earned by pursuing a four-year academic curriculum or its equivalent in an accredited institution in which such student has completed a satisfactory major sequence of studies with not less than a B average in a field other than that in which he proposes to concentrate his principal work in The American University or a major sequence in his proposed field of study with an average less than B. A student who has earned such bachelor's degree in an unaccredited institution may be admitted to qualified standing under such conditions as the graduate dean or graduate council may in the individual case determine, provided however that he presents a satisfactory major completed with better than a B average.

3.05 **Restrictions on Qualified Standing.**

The status of a student admitted to qualified standing is reviewed after his completion of at least twelve hours of graduate work to determine whether he is then qualified for advancement to full standing. The graduate dean before admitting such student to full standing may require him to pass suitable tests administered by the department concerned or the university examiner. The graduate dean reports such cases to the graduate council. Advancement of a student from qualified standing to full standing may be conditioned upon requirements intended to remedy any deficiencies in the student's preparation. A student admitted to qualified standing may not continue beyond a completion of twenty-four hours of course work unless such student is admitted to full standing.

3.06 **Admission not Candidacy.** Admission to the graduate division does not indicate admission to candidacy for a degree.

3.07 **Duration of Admission.** A student admitted to full standing has a permanent status, except that he may be denied the privilege of registering in any session subsequent to his failure to maintain a grade average of B in each of two successive sessions in which he is in attendance.

3.08 **Definition of Grades.** The quality of the academic performance of a graduate student in his course work

is indicated by the following grades and definitions:

A		<i>Distinction</i>
B		<i>Competence</i>
C		<i>Minimum Satisfaction</i>
D		<i>Inadequacy—no graduate credit</i>
F		<i>Failure</i>
I		<i>Incomplete</i>
W		<i>Official withdrawal</i>
X		<i>Unofficial withdrawal</i>

3.09 **Removal of Incomplete.** An instructor in reporting an incomplete to the registrar must at the same time submit a statement specifying what performance on the part of the student will remove such incomplete. The student must remove the incomplete by performance of the remaining requirements in a fall session course before April 1, in a spring session course before October 1, and in a summer session course before November 1. The instructor must promptly submit a grade to replace the incomplete not later than the date fixed for the session to describe the quality of the student's work and such permanent evaluation may include the symbols F or X.

3.10 **Definition of X.** An X as a symbol of unofficial withdrawal on a record indicates that the University is unable to evaluate the work of a student or to explain failure to complete the course. For the purpose of computing a grade average, the symbol X is considered a grade with the same value as a C but without academic credit.

3.11 **Graduate Course Plan.** A student seeking admission to candidacy for a graduate degree must in consultation with his departmental chairman develop a graduate course plan indicating the studies he proposes to take in fulfillment of his degree requirement. Copies of the graduate course plan are filed with the student's permanent record.

3.12 **Approval of Course Elections.** A student must secure approval of all course elections in each session from the chairman of the department in which he has indicated that he will

do his major work or from some other counselor designated for that purpose by the chairman.

3.13 Course Load. A full-time graduate student may not enroll for more than fifteen hours of graduate credit courses in any session. A part-time student employed more than twenty hours a week may not carry more than six hours of graduate credit courses in any session and may not enroll for courses in any division in excess of a maximum load of nine hours. The graduate dean may however give permission to a part-time student to elect an additional three hours of graduate credit work beyond this six-hour limitation, provided such student has maintained a better than B average in the work of the preceding session in which he was in attendance at The American University or in the last twelve hours of work completed. With the concurrence of the department chairman the graduate dean may give similar permission to a student who has not previously attended The American University.

3.14 Graduate Record Examination. A student who has taken the graduate record examination should submit a profile showing the performance on such examination. All students are urged to take the graduate record examination before admission to candidacy for a degree. The examination is administered by the university examiner on dates scheduled in the university calendar.

3.15 Graduate Council. The graduate council is the body of the faculty of the School of Social Sciences and Public Affairs designated to administer the graduate program. The chairman of the council is the graduate dean; its clerk is the secretary to the graduate division. The graduate council is composed of the graduate dean and a representative from each department of the School of Social Sciences and Public Affairs appointed by the respective department chairmen.

3.16 Function of Graduate Council. The graduate council (1) examines and acts upon all applications for advancement to candidacy for the de-

gree of doctor of philosophy, (2) examines and acts upon all proposals of dissertation and thesis topics and upon the recommendation of the department chairman appoints the persons selected to serve on dissertation or thesis committees, (3) receives and acts upon the report of the graduate dean concerning the performance of students on comprehensive examinations, (4) considers applications for admission to the graduate division which cannot be acted upon by the graduate dean under existing admission regulations, (5) makes continuing study of the program, performance and needs of the graduate division and makes recommendations for the consideration of the faculty of the School and Social Sciences and Public Affairs and administrative officers of the University, and (6) advises the graduate dean upon problems referred by the dean to the council or referred to the council by any member of the faculty or by any department through the graduate dean. Actions taken under items 1, 2, and 3 require the approval of the standing committee.

3.17 Graduate Degree Programs. The University offers graduate programs of study for the degree of doctor of philosophy, master of arts, and master of business administration. Programs of study are offered for the degree of doctor of philosophy in economics, economic history, history, international relations and organization, political science, public administration, sociology and public welfare, and statistics. Programs of study are offered for the degree of master of arts in communication, economics, economic history, education, guidance and counseling, history, international relations and organization, political science, psychology, public administration, sociology and public welfare, and statistics. A program of study is offered for the degree of master of business administration. Area study programs are offered drawing upon all departments of the University and supporting Washington resources, including an interdepartmental program leading to the master of arts degree for art students.

3.18 Tools of Research. A candidate for the degree of doctor of philosophy must demonstrate proficiency in two tools of research as determined by the nature of his advanced inquiry in agreement between such candidate and his department chairman. A candidate for the degree of master of arts or master of business administration must demonstrate proficiency in one tool of research as determined by the nature of his advanced inquiry in agreement between such candidate and his department chairman. Research tools may be foreign languages or quantitative disciplines. French, German, statistics, or accounting with the approval of the department chairman may be selected as research tools. Approval of other languages or quantitative tools requires action of the graduate council upon recommendation of the department chairman. Proficiency in the use of research tools must be demonstrated and is tested by examiners authorized by the graduate council for that purpose. The results of tool examinations are filed in the office of the registrar. Requirements concerning tools of research must be satisfied not later than the date of the approval of the dissertation or thesis topic. A subject offered as a research tool may not be offered as a field for the comprehensive examination. Statements of standards of proficiency in the various research tools as determined by the graduate council may be obtained from the appropriate examiners.

3.19 Advancement to Candidacy for the Degree of Doctor of Philosophy. Application for advancement to candidacy for the degree of doctor of philosophy is made by a student to the graduate dean who reports the application to the graduate council. Advancement to candidacy for the degree of doctor of philosophy may be granted by the council when a student in full standing has completed thirty hours of graduate work with an average higher than B, twelve of which must have been completed in residence. The application is made on a form provided for the purpose

by the graduate dean and must (1) specify the fields in which the candidate proposes to take his comprehensive examinations, (2) indicate his proposed research tools, and (3) bear the signature of the department chairman recommending both the comprehensive fields and the research tools.

3.20 Advancement to Candidacy for Master's Degree. Advancement to candidacy for the degree of master of arts or master of business administration may upon application of the student be made by the graduate dean when a student admitted to full standing has completed twelve hours of graduate work in residence with an average of not less than B. The application for advancement is made on a form provided for the purpose by the graduate dean and must (1) specify the fields in which the candidate proposes to take his comprehensive examinations, (2) indicate his proposed research tool, and (3) bear the signature of the department chairman recommending both the comprehensive examination fields and research tool.

3.21 Requirements to Satisfy Deficiencies. The graduate dean in advancing a student to candidacy indicates to the student with the consent of the appropriate department chairman any additional hours which may be required of such candidate to remedy any deficiencies in his preparation.

3.22 Duration of Candidacy. Advancement to candidacy for the degree of doctor of philosophy, master of arts, or master of business administration continues valid for a period of seven years from the date of advancement for the doctor's degree and five years for the master's degree, provided the student maintains a cumulative average of B. Candidacy forfeited by the expiration of time or academic performance below the required level may be renewed by action of the graduate council.

3.23 Three-Year Master's Degree Program. The University provides a program of studies known as the

three-year master's degree program extending from the beginning of the junior undergraduate year through the first year of graduate study, the entire three-year span being considered as an academic unit beyond underclass or junior college work. The purpose of the three-year program is to provide opportunity for superior students to advance to levels of mature academic work with research emphasis at the completion of the underclass program.

3.24 Admission to Three-Year Program.

A student applies for admission to the three-year master's degree program on a special form supplied by the graduate dean, supported by (1) a statement of the appropriate department chairmen concerning his aptitude to pursue graduate work, and (2) a program of studies for the upperclass and graduate years selected to fulfill degree requirements. Upon admission to the three-year master's degree program the student is assigned two advisors, one in the graduate division and one in the undergraduate division, to work together with the graduate dean in the guidance of the student. Application for admission should normally be made in a student's last underclass session.

3.25 Advancement to Candidacy.

Advancement to candidacy for the master's degree in the three-year program is made upon application of the student to the graduate dean who reports to the graduate council when the student has completed his undergraduate work with an average of not less than B in his major subject. The petition for advancement directed to the graduate dean must be made on a form provided for the purpose by the graduate dean and must specify the fields in which the candidate proposes to take his comprehensive examinations and his proposed research tool and must bear the signature of the department chairman approving both the comprehensive fields and the research tool.

3.26 Graduate Level Courses.

Three-year master's degree candidates may take their bachelor's degree in part on the basis of course credits earned in grad-

uate level courses during upperclass years. Credits earned in excess of those needed to meet requirements for the bachelor's degree apply toward the fulfillment of the thirty hours residence graduate requirement.

3.27 Change of Department.

A student proposing, for degree purposes, to change the department of his principal graduate studies applies to the graduate dean. The graduate dean notifies the two departments concerned and reports the application to the graduate council for consideration.

3.28 Doctor's Degree Requirements.

A candidate to qualify for the degree of doctor of philosophy must (1) complete with a better than B average at least seventy-two hours of graduate study, not less than thirty hours of which must have been taken in residence at The American University and not less than sixty hours of which must have been completed in the fields selected for comprehensive examinations, (2) pass comprehensive examinations in six fields of study recommended by the chairman of the department in which he is taking his principal degree work and approved by the graduate council and must achieve the grade of distinction in at least one field, (3) demonstrate proficiency in two research tools as presented at the time of advancement to candidacy, (4) present a dissertation demonstrating distinctive competence in research and the ability to present new knowledge effectively, and (5) pass an oral examination on the dissertation and on any portions of fields of study which are related to his inquiry. No academic credit is allowed for the dissertation.

3.29 Master's Degree Requirements.

A candidate to qualify for the degree of master of arts or master of business administration must (1) complete with a B average at least thirty hours of graduate study of which twenty-four hours must have been completed in residence at The American University, the thirty-hour requirement including six hours of thesis seminar, (2) pass comprehensive examinations in three fields of study

approved by the chairman of the department in which he is taking his principal degree work, (3) demonstrate proficiency in the research tool approved at the time of advancement to candidacy, (4) present a thesis demonstrating competence in the analysis of research data and expository reporting, and (5) pass an oral examination on the thesis and on any portion of fields of study which are related to his inquiry.

3.30 Master's Degree for Art Students.

A program leading to the degree of master of arts is offered to students who have demonstrated unusual creative artistry and academic background and wish to study the interaction of art and society. To qualify for this degree a candidate must present evidence of his creative work to the chairman of the Department of Art and secure his permission to enter on the program. He must also secure the approval of the graduate dean. Programs leading to this degree are planned in consultation with the chairman of the Department of Art and the chairman of the department of the School and Social Sciences and Public Affairs in which he plans to enroll for courses. A candidate must (1) complete with a B average at least thirty hours of course work of which twenty-four hours must have been completed in residence at The American University and which must include twelve credit hours of work in the social sciences, three credit hours of work in art lectures, three credit hours of work in a seminar, *The Interaction of Art and Society*, six credit hours of graduate art laboratory work, and six credit hours of thesis seminar in the appropriate department, (2) pass comprehensive examinations in three fields of study approved by the chairman of the department in which he is taking his principal degree work, (3) demonstrate proficiency in the research tool approved at the time of advancement to candidacy, (4) present a thesis demonstrating competence in the analysis of research data and expository reporting, and (5) pass an oral examination on the thesis and on any portion of fields of study which are related to his inquiry.

3.31 Case Study Research in Public Administration. Candidates for an advanced degree in public administration are required to prepare a research project in which the principles of public administration are applied to a specific organizational unit. The case study research carries three hours of graduate credit.

3.32 Oral Examination. Oral examinations for doctor's and master's degrees are scheduled by the department chairman and conducted by the dissertation or thesis committees. They must be taken at least one month in advance of the date on which the graduate degree is to be conferred. The results are reported to the registrar through the department chairman and the graduate dean on forms provided for the purpose.

3.33 Courses. Graduate division courses are offered in several groups: (1) lecture-discussion courses, (2) reading courses, both general and specialized, (3) seminars in specialized subjects planned to give experience in research and in the preparation of theses and dissertations, (4) individual nonthesis and in-service research, and (5) professional institutes.

3.34 Lecture-Discussion Courses. Basic, advanced, and specialized lecture-discussion courses in the graduate division generally carry three academic hours of credit. A student is expected to devote in preparation for the class twice as much time as that devoted to the actual class meetings. The student must take such examinations and other tests of academic performance as are administered by the instructor.

3.35 Reading courses. A student is eligible upon the completion of six hours of graduate credit to elect supervised reading courses for which he is adequately prepared, provided his department chairman considers him to be fitted for individual work. The student registers for the reading course at the regular registration periods on forms supplied by the registrar. The student for a three-hour-credit reading course is expected (1) to read a minimum of twenty-five hundred pages of text

material or its equivalent assigned in conference with the instructor, (2) to attend all scheduled conference meetings, (3) to pass tests on the materials assigned including an end-of-course written examination. The written examination questions administered by the instructor and the student's answers together with (1) a list of readings completed by the student and (2) the dates of the conference meetings must be filed with the registrar when the grade in the reading course is reported.

3.36 Seminars. Seminars are offered to provide opportunities for advanced study and research experience in the social sciences and public affairs and are open to students possessing sufficient qualifications in subject matter and research aptitude. Thesis seminars are offered for guidance in research training and dissertation and thesis writing.

3.37 Individual Non-Thesis Research. A student may elect an individual research project for credit toward a graduate degree after he has completed twelve hours of resident course work with at least a B average. The research project is carried on under the direction of a designated faculty member. A proposal for an individual research project is made by the student through an instructor to the department chairman. The proposal must contain the name of the student, the date of the application, the title of the project, and an outline according to which he proposes to operate. The project must be approved by the graduate council and may not initially be elected for academic credit in excess of three hours. The application must be filed with the registrar upon certification by the department chairman. Graduate research projects must be completed within one calendar year of the date of approval. The student upon completion of the project must file with the registrar for transmission to the library the research report as a manuscript typed on standard letter size paper 8½" by 11" bound in stiff covers and bearing the signatures of the instructor and the department chairman. A second report similarly

bound and signed must accompany the manuscript describing the manner in which the research was conducted, detailing the bibliography, and summarizing in two typed pages the contribution made by the research study. The graduate council in examining the work submitted may adjust the credit to be allowed for the project. In no case however, may it allow more than nine hours for any project.

3.38 In-Service Project. A student working in government, education, business, or other selected organizations may, subsequent to the completion of a minimum of twelve hours of resident work with at least a B average, earn credit toward an advanced degree by registering for an in-service project supervised jointly by a member of the faculty and an official of the organization. The application for an in-service project must be made on forms supplied for the purpose by the graduate dean. The proposal must state the date, the name of the student, and the title of the project, and must present an outline of the scope and method of the inquiry. The in-service project must be approved by the graduate council, is offered initially for three hours of credit, and must be completed within one calendar year from the date of registration. The student upon completion of the in-service project must file a typed copy of the manuscript bound in stiff covers with the registrar for transmission to the library. Such copy must be approved and signed by the official and instructor who have supervised the project and the chairman of the department concerned. It must give a full account of the work done. The graduate council in reviewing the work submitted may adjust the credit to be allowed for the project. In no case however may it allow more than nine hours for any one project.

3.39 Professional Institutes. A professional institute is a specialized and intensive academic offering organically related to the educational program of the University and designed primarily for persons engaged in vari-

ous professional fields. A student may earn credit toward an advanced degree in an institute which is approved for graduate credit only when he has the election approved by the appropriate department chairman, meets the prerequisites for registration in that institute, and enrolls according to its regulations.

3.40 Credit Allowable for Reading Courses, Individual Research, In-Service Projects, and Professional Institutes. No more than six hours may be counted toward the hour requirements for the master's degree for reading courses, individual research, in-service projects, or professional institutes, nor more than nine hours for any two or more of these types of work combined; for the doctorate the limits are nine and eighteen hours respectively.

3.41 Comprehensive Examinations. A student under normal circumstances is eligible to take comprehensive examinations when as a candidate for the degree of doctor of philosophy he has an academic average of better than B or as a candidate for the master's degree he has an average of at least B and, with the exception of thesis credits, has completed the hours of academic work necessary to qualify for the degree. The student applies to take the examinations on forms supplied by the graduate dean on or before the date indicated in the University calendar. The application must specify the fields in which the student proposes to be examined. The application must be approved by the department chairman and by the graduate council when fields are submitted which have not been previously established. The application is filed with the graduate dean. Comprehensive examinations, read by at least two readers, are graded distinction, satisfactory, and unsatisfactory. A candidate who fails to pass the comprehensive examinations may retake them only once and must retake them in their entirety except that a candidate for the degree of doctor of philosophy who fails only because he does not obtain a grade of distinction may by action of the graduate council be permitted to retake examinations

in less than six fields, and that if a candidate for the degree of doctor of philosophy achieves distinction in one or more fields but fails in one of the remaining fields, the graduate council may permit him to retake comprehensive examinations in less than six fields.

3.42 Dissertations and Theses. A candidate for the degree of doctor of philosophy must present a dissertation embodying substantial research, scholarly analysis, and original inquiry into a clearly defined and well-planned field. A candidate for the degree of master of arts or master of business administration must present an acceptable thesis demonstrating capacity for exploratory and analytical inquiry and expository statement. Dissertation and thesis subjects are selected in consultation between the student and his department chairman and must be submitted for approval to the graduate council. A student in submitting his dissertation or thesis project follows a set of instructions supplied by the graduate dean. The instructions call for a sharp definition of the major problems to be treated and the nature of the data to be used. They also call for a provisional outline, a discussion of the methods to be employed, and the possible value of the results of the work. The project must be submitted through the department chairman in ten copies accompanied by a statement of the qualifications of the candidate. The form of such statement is supplied by the graduate dean. Proposals for doctoral dissertations must receive final approval at least nine months in advance of the date on which the degree is expected to be conferred. Final approval of master's proposals must be obtained at least six months in advance of the date on which the degree is expected to be conferred.

3.43 Dissertation and Thesis Committees. The graduate council upon the nomination of the department chairman appoints a committee to advise with each candidate in his dissertation or thesis research and preparation. The committee for the doctoral candidate consists of at least five

members; for the master's candidate at least three members.

3.44 Submission of Manuscripts. The candidate submits to all members of his committee in draft form copies of his manuscript and at all stages of his research and writing must seek their advice and counsel. The candidate must present his completed manuscript to the members of his committee not later than three months in advance of the date on which the degree is expected to be conferred.

3.45 Preparation of Filing Manuscript. The dissertation or thesis manuscript must be prepared in accordance with regulations issued by the graduate council. Four clear typewritten copies on paper 8 $\frac{1}{2}$ " x 11", one copy of which must be on good bond paper, must be deposited with the registrar for transmission to the library after the final oral examination has been passed and in all cases not later than two weeks in advance of the date when the degree is expected to be received. The master copy must be approved and signed on the title page by all members of the committee. One other copy may be claimed by the student. Two copies of a one-thousand-word summary stating the problem and findings appropriate for publication in a summary volume must be filed at the same time in a form suitable for publication. Directions for the preparation of this summary are supplied by the office of the graduate dean.

3.46 Publication. The University publishes annually a copyrighted volume of summaries of dissertations and theses. Each candidate for the degree of doctor of philosophy or master of arts or master of business administration must file with the registrar at the time of depositing the copies of the dissertation or thesis a bursar's certification that a publication fee of fifty dollars has been paid. He will receive three copies of the volume and one hundred reprints of the section presenting his own dissertation or thesis summary.

3.47 Individual Case Consideration. Students may present through the

graduate dean written requests for action not included in the graduate statutes or for exceptions to them. After a review of the grounds for the request and the facts of the situation the graduate council may take such action as will serve the best interests of the student within the limits of sound academic practice. Actions taken under this section are reported by the graduate dean to the standing committee.

4. COMPREHENSIVE EXAMINATION FIELDS: GRADUATE DEGREES

4.00 Purpose. Written comprehensive examinations are administered in the fall and spring to candidates for the degrees of doctor of philosophy, master of arts, and master of business administration who have completed their required course work. The purpose of the examinations is to measure the breadth and depth of a candidate's competence in the fields of his graduate specialization. The examinations are constructed to test the ability of the student to apply substantive knowledge to the analysis and solution of problems.

4.01 Department Specifications. The various departments of the School of Social Sciences and Public Affairs specify fields and areas in which the student must present himself for examination. The requirements defined by the departments constitute a general framework for the guidance of the student in his selection of courses and planning of programs of independent study.

4.02 Individual Graduate Plan. A candidate for a graduate degree maps out a unified program of courses and fields of study in conference with his graduate advisor. He submits his plan in writing to the chairman of his department. The plan of study of the applicant for the doctor of philosophy degree must be approved by the graduate council before he can be advanced to candidacy.

- 4.03 Comprehensive Examination Fields.** Candidates for the degrees of master of arts and master of business administration take comprehensive examinations in three fields. Candidates for the degree of doctor of philosophy take comprehensive examinations in six fields. Fields offered for the master of arts and master of business administration degrees may be offered for more intensive examination for the degree of doctor of philosophy.

DEPARTMENT REQUIREMENTS

- 4.04 Department of Communication.** Master of Arts: fields, three with two selected from area 1 and the third from areas 1 or 2.

Areas:

1. American literature, journalism, public relations, television and radio, theory and history of communication, visual communication
2. a special field elected from another department of special interest to the candidate.

- 4.05 Department of Economics and Business Administration.**

I. ECONOMICS

- a. *Master of Arts:* fields, three, one of which must be offered either in contemporary economic theory or in the history of economic thought. The other two must ordinarily be selected from areas 3, 4, and 5 as stated in this section.
- b. *Doctor of Philosophy:* fields, at least six including areas 1, 2, and 3 as stated in this section and for purposes of diversification three other fields must be offered, one being from area 4 as an interrelated field and two fields from area 5.
- c. *Quantitative Methods:* required of all candidates. A quantitative method may be submitted either as part of the doctor of philosophy tool requirements or taken as a related field under area 4 involving the use of accounting, statistics, or econometrics.

d. Areas:

1. history of economic thought
2. contemporary economic theory
3. economic history covering both European and American developments with emphasis on a special phase or a special group of economic institutions
4. a field of economics interrelated with some significant aspect of such fields as accounting, ethics, geography, government, human biology, law, philosophy, population, public administration, social psychology, sociology, social security, statistics, and technology
5. fields of special personal interest such as business administration, business cycles theory, corporation finance, economics of agriculture, economics of public finance, economics of industry, fiscal theory, federal taxes, government control of business, housing economics, international economics, labor economics, marketing, money and banking, national resources, national income and social accounting, public utilities, and transportation.

II. ECONOMIC HISTORY

- a. *Master of Arts:* fields, three, one being offered either in the history of economic thought or in contemporary economic theory, one offered from area 3 as stated in this section, and the third being selected from either areas 4, 5, or 6.
- b. *Doctor of Philosophy:* fields, six including either area 1 or 2, two fields from area 3, a fourth field from area 4, a fifth field from area 5, and a sixth field from area 6.

c. *Areas:*

1. history of economic thought
2. contemporary economic history
3. fields in economic history such as American economic history, Canadian economic history, English economic history, European economic history, general economic history, Latin-American economic history
4. fields in non-economic history selected from American history, Canadian history, English history, Far Eastern history, intellectual history, Latin-American history, Middle Eastern history, and the history of religion
5. fields of special personal interest such as business administration, business cycle theory, corporation finance, economics of agriculture, economics of industry, economics of public finance, federal taxes, fiscal theory, government control of business, housing economics, international economics, labor economics, marketing, money and banking, national resources, national income and social accounting, public utilities, and transportation
6. any branch of economic life historically treated, such as agriculture, business, federal taxes, labor, public finance, technology, and transportation; or the historical interrelations such as politico-economic relations, religion and economic culture, social legislation; or archival administration, accounting, or statistics.

III. BUSINESS ADMINISTRATION

- a. *Master of Business Administration:* fields, three, one being

in business economics, the second being selected from fields specified in area 2, and the third being selected from areas 3, 4, and 5, departmental approval being necessary when the student selects closely related fields such as banking and money and credit under areas 2, 3, and 4.

b. *Areas:*

1. business economics
2. fields in business administration selected from accounting, advertising, banking, business management, foreign trade, industrial management, industrial relations, insurance, marketing, real estate, retailing and transportation
3. a specialized area in business administration selected from the fields of business budgeting, financial control, market analysis, personnel management, public relations, sales management, taxation, traffic management, and wage administration
4. a related area of interest such as business education, business fluctuations and fiscal theory, economics of agriculture, economics of industry, housing economics, international economics, labor economics, money and credit, national resources, public finance, public utilities, social insurance, and such other fields as may be agreed upon from those specified under the requirements for the master of arts degree in the field of economics
5. a field of economics or business administration interrelated with some significant aspect of the fields enumerated in I-d-4 of this section.

4.06 Department of History.

- a. *Master of Arts:* fields, three, one being selected from area 1, the

second from area 5, and the third from any of the other areas stated.

- b. *Doctor of Philosophy*: fields, six, two fields being selected from area 1, and one field at least from each of the other areas.

c. *Areas*:

1. a survey of the history of
 - (a) Europe
 - (b) United States
 - (c) Latin America
 with emphasis placed on knowledge of general trends, major problems, and familiarity with the bibliography and historiography
2. study of a particular nation or area such as Russia, the Hapsburg Monarchy to 1918, the frontier in United States history, the South in United States history, and the Plata River countries
3. study of a special period such as the Renaissance, the French Revolution and Napoleon, the Middle Period of United States history 1789-1860, and the colonial origins of America
4. study of a special phase of a nation, area, or period such as the economic history of modern Europe, modern revolutions, United States diplomatic history, and Latin-American intellectual history
5. study in selected fields of other social sciences such as economics, political science, and sociology; or of the humanities such as literature, fine arts, philosophy when such areas are relevant to the student's personal line of interest.

4.07 Department of International Relations and Organization

- a. *Master of Arts*: fields, three, including international organization and two other fields selected one from each of the areas 1 and 2.
- b. *Doctor of Philosophy*: fields, six including international organization, international law, and four other fields selected one each from areas 1 and 2 with at least one additional field being selected from area 1.

c. *Areas*:

1. American diplomacy, international administration, the Inter-American system, international law, international organization, international relations of a special area, and the United Nations
2. American or European history since 1789, comparative government, economic and political geography of a special area, international economics, public administration, social psychology, United States government and constitutional law, and world geography.

4.08 Department of Political Science and Public Administration

I. POLITICAL SCIENCE

- a. *Master of Arts*: fields, three including the general area described in 1, a selected area for intensive study from among the subjects described in 1, and a third chosen from either 2, 3, 4, or 5.
- b. *Doctor of Philosophy*: fields, six including two from area 1, one covering the general fields of government in the United States and another in a selected aspect of this field, one field listed in area 5, one from area 2 or 3, and two in any of the remaining areas, provided the student does not take more than one of these latter options from area 5.

c. *Areas*:

1. political science: government in the United States—national, state, regional, municipal, local political institutions and their interrelations, the working knowledge necessary to understand these political institutions in constitutional and administrative law as these forces bear upon governmental processes, an understanding of the informal controls of politics and administration such as public opinion, pressure groups, and political parties

2. political institutions and theory: political thought since Plato understood in relation to the concurrent evolution of social and political institutions, either early political theory or modern political theory being elected for emphasis
3. comparative governments and comparative administration, the candidate being examined on his specialization on a group of countries other than the United States with particular reference to their governmental institutions and processes and the way in which these governments cope with contemporary political, economic, and social situations
4. public administration in the United States: the basic processes of administration and the application of these processes with reference to some selected field
5. related fields: one related field being required for the degree of doctor of philosophy and one additional field recommended, options for examination purposes being made from such fields as international relations, American history, European history, relationship of government to some aspect of economics, relation of government to some aspect of social economy, relationship of government to biology and social psychology, relationship between government and geography.

II. PUBLIC ADMINISTRATION

- a. Candidates for degrees of master of arts and doctor of philosophy must demonstrate competence to apply principles of public administration to a specific organizational unit. This requirement is fulfilled in the seminar on public administration

case study research, a course carrying three hours of academic credit. The case study must have the approval of two readers.

- b. *Master of Arts*: fields, three including one from area 1 and two from area 2.
- c. *Doctor of Philosophy*: fields, six, including areas 1 and 2, one field from area 3, and one field from area 4.
- d. *Areas for examination for master's candidates in public administration*:
 1. one subject from these fields: national government, state government, municipal government, or social psychology
 2. two subjects from these fields: federal budgetary administration, organization and management, public personnel administration, public relations in administration, archives administration.
- e. *Areas for examination for the doctor's degree in public administration*:
 1. governments in the United States, the field including first, a study of national, state, regional, municipal, and local political institutions and the interrelation among these units of governance; second, a working knowledge of constitutional and administrative law as these legal forces bear upon the governmental processes; third, an understanding of the informal controls of politics and administration such as public opinion, pressure groups, and political parties if a cogent interpretation is given to governmental structures and administration
 2. public administration, the candidate being required to achieve distinction in one of the fields in this group and to have familiarity with

the subject matter of two of the remaining subfields, the fields being: organization and management, public personnel administration, federal budgetary administration, public relations in administration, archives administration

3. economic theory or political theory, the candidate choosing political theory being required to give emphasis either to early political theory or modern political theory
4. related field: American history, European history, international relations; economic organization, comparative government, social economy, statistics, accounting, or other field approved by the department.

4.09 Department of Psychology and Education. The Department offers the master of arts degree in psychology, in education, and in guidance and counseling. Degree programs are designed to serve (1) those who have professional objectives in psychology or in education or in guidance and counseling or in a combination of psychology and education; and also (2) those who, on the basis of considerable competence in related fields, wish to develop added proficiency in the applications of psychology or education or guidance and counseling to the related field.

- a. A candidate for the degree of master of arts must have a professional objective to serve as a basis for planning his program and selecting the fields of his comprehensive examinations. The professional objective, when it includes teaching, must be designed to meet legal requirements for teachers in the state or locality where the student plans to teach; and when the objective includes plans to enter an applied field in psychology the plan must be designed in relation to legal or licensing requirements in force

where the specialty is to be practiced. The chairman of the department advises candidates on these matters.

- b. A candidate planning to teach must present evidence of adequate preparation in the content matter of subject or subjects which he proposes to teach or include such content matter courses in his program for the master of arts degree. When the latter course is followed, the student may in some cases be required to take more than thirty credit hours of courses.
- c. A student whose professional objective differs from those suggested above may upon approval offer a combination of fields from this and related departments which meet the requirements of his objective. Requests for such approval must be submitted in writing to the chairman of the department and may require approval of the graduate council.
- d. *Master of Arts in Psychology:* fields, three, one of which must be general psychology.
- e. *Areas:*
 1. general psychology, including a survey of the entire field of psychology, its research techniques, and psychological theories
 2. social psychology, including the psychological and social bases of behavior, the research techniques employed in social psychology, and contemporary studies in the field
 3. clinical psychology, including the principal categories of deviate behavior and familiarity with the diagnostic and therapeutic methods used by the psychologist, the field not indicating specialization for the practicing clinical psychologist, but rather is a program for those whose professional objective is related to clinical psychology
 4. personnel psychology, including the psychological factors in the selection, promotion, and

supervision of employees in industry and in government agencies

5. psychological measurements, including familiarity with and interpretation of individual and group tests of mentality and personality
 6. educational psychology: human growth and development, child and adolescent psychology, learning, psychology of the school subjects, mental ability, other aspects of psychology related to education
 7. a field from a related social science.
- f. *Master of Arts in Education*: fields, three with specialization selected from area 1, and one supporting field from area 2. The third field may be selected from either area 1 or area 2.

g. *Areas*:

I

1. elementary education: methods of teaching, materials, supervision, curriculum, and administration of the elementary school
2. secondary education: methods of teaching, materials, supervision, curriculum, administration of the secondary school
3. adult education: methods of organizing and teaching adults, adult behavior problems, administration of adult education
4. school administration: internal and external administrative problems of schools, pupil and teacher personnel, school organization, supervision, community relationships, professional problems.

II

5. history and philosophy of education: development of education in Europe, the Americas, and the United States, the principal philosophical bases for various educational practices
6. educational psychology, being identical with field 6 listed for

the master of arts requirements in the area of psychology

7. tests and measurements: group tests of mental ability, aptitude, personality, school achievement, management of testing programs in schools
 8. comparative and international education; structure and problems of education in the major world powers with special emphasis on the United Nations, UNESCO, and international problems
 9. guidance and counseling: basic principles of guidance, nature of guidance services, administration of pupil personnel in schools of all levels
 10. higher education: problems of teaching in college, organization of higher education, relationships of higher education to secondary schools, goals, methods, philosophies, and measurements of outcomes in higher education, study of representative types of curriculums
 11. related subject matter field especially for secondary school teachers with work in subject matter specialization.
- h. *Master of Arts in Guidance and Counseling*: fields, three, of which one field must be guidance and counseling.

i. *Areas*:

1. guidance and counseling: understanding the individual, occupational information, counseling techniques, analysis of experience in counseling, applications in elementary and secondary schools and in colleges
2. fields 2, 3, 4, and 6 as defined under the provisions for the master of arts degree in psychology
3. fields 2, 5, and 7 is defined under the provisions for the master of arts degree in the area of education.

4.10 Department of Sociology and Public Welfare.

- a. *Master of Arts*: fields, three, in-

cluding (1) sociological theory, (2) methods of social research, and (3) one other taken from any of the other areas specified below.

- b. *Doctor of Philosophy*: fields, six, including (1) sociological theory, (2) methods of social research, and (3) four other fields selected from areas specified below, provided that not more than one field is selected from either 7 or 8.
- c. *Areas*:
 1. sociological theory
 2. methods of social research
 3. social psychology, cultural anthropology
 4. social organization, ethnic groups, criminology, cultural change
 5. population, human ecology
 6. communication, public opinion
 7. housing, social security, public health and medical care, standards of living, labor standards and movements, a broad field from public or business administration or education
 8. an approved general field from economics, history, international relations, political science, psychology, or statistics.

4.11 Department of Statistics

- a. *Master of Arts*: fields, three, including statistical theory in area 1, a field of applied statistics from area 3, and *either* a field of mathematics from 4.12 below *or* a field of social science from area 4.
- b. *Doctor of Philosophy*: fields, six, including the two fields of advanced statistical theory from area 2, two fields of applied statistics from area 3, and *either* a field of mathematics from 4.12 below *or* a field of social science from area 4. The sixth field may be *either* applied statistics, mathematics, or social science.
- c. *Areas*:
 1. statistical theory including correlation and regression analysis, analysis of variance, probability, and statistical inference
 2. advanced statistical theory cov-

ering intensively more limited fields

- a. distribution
- b. estimation
3. applied statistics
 - a. fields in which statistics as a tool of research forms part of the field examined such as labor statistics, marketing research, public health and vital statistics, and population analysis
 - b. fields with emphasis on methodology such as biometrics, quality control and acceptance inspection, sequential analysis, design of experiments, factor analysis, and econometrics
 - c. statistical analysis of problems of a broad field of science or administration such as business and economic statistics
4. social sciences including fields of general and basic character in the broad areas of communication, economics and business administration, history, international relations and organization, political science and public administration, psychology and education, and sociology and public welfare.

4.12 Graduate Mathematics

- a. *Master of Arts*: fields, three including one from area 2, one from area 3, and one from another area.
- b. *Doctor of Philosophy*: fields, six, including modern algebra or matrix theory in area 2 and functions of complex variables in area 3. At least two fields must be selected from the area or areas of the candidate's dissertation.
- c. *Areas*:
 1. foundations: history of mathematics, mathematical logic
 2. algebra and number theory: modern algebra; matrix theory; number theory
 3. analysis: functions of complex variables; functions of real variables; differential equations; integral equations; calculus of variations; infinite series

4. geometry and topology; projective geometry; differential geometry; and topology
5. mathematical physics; rigid mechanics and astronomy; fluid mechanics; elasticity; statistical mechanics; electromagnetism
6. numerical analysis: finite differences; interpolations and tabulation; numerical integration; matrix computation; machine methods; graphical presentation
7. probability and mathematical statistics: statistical theory from 4.11-c-1 or 2 above, either in general field or with emphasis on probability or inference
8. theory of games and management: theory of games; linear programming

5. WASHINGTON COLLEGE OF LAW

5.00 Admission. An applicant for admission as candidate for the degree of bachelor of laws must present proof of the successful completion of at least three quarters of the work required for a bachelor's degree at an approved college or university. To meet this requirement the applicant must complete at least ninety credit hours or one hundred twenty quarter hours of college work, exclusive of credit earned in non-theory courses such as military science, hygiene, domestic arts, physical education, vocal or instrumental music, or courses without substantial intellectual content, with a scholastic average at least equal to the average required for graduation in the institution attended.

5.01 Admission Procedure.

A student applies for admission as a candidate for the degree of bachelor of laws

1. by executing the application for admission form supplied by the office of the registrar, Washington College of Law, 2000 G Street, N.W., Washington 6, D. C.
2. by supporting the application with:
 - a. an official complete transcript

of record of all study undertaken in any college or professional school showing right to honorable withdrawal from the institutions attended

- b. letters from three responsible persons certifying to the character and ability of the applicant
- c. payment of required fees.

No student will be registered in courses as a candidate for a degree or credited with attendance until proper credentials have been filed and approved by the committee on admissions.

An additional fee will be charged for registration after the last regular registration day.

5.02 Advance Standing. Students who have successfully pursued a portion of their law course in and are eligible for readmission in a law school which at the time the credit was earned was a member of the Association of American Law Schools may be admitted to advanced standing and given credit for work completed with a grade at least equal to that required for graduation from the institution from which credit is offered upon proof of such prior study and after completion of one session of work in the college of law with an average at least equal to that required for graduation from the college.

A student once enrolled in the college of law will be given no credit toward the degree for work subsequently completed in any other institution unless he has secured the written consent of the dean before the work is undertaken.

5.03 Special Students. A strictly limited number of students with less than the college credits required for admission may be admitted as special students provided

- a. they are at least 23 years of age
- b. there is evidence that their experience and training have equipped them to engage successfully in the study of law despite the lack of required college credit.

5.04 Students Enrolled in Other Divisions of the University. Students in other divisions of the University

eligible for admission to the college of law may be enrolled in law courses in the discretion of the dean with the approval of those responsible for their counseling. No credit for courses so undertaken will be given toward the degree of bachelor of laws, provided however, that to the extent such students are subsequently admitted under Sections 5.00, 5.01, and 5.02 and are able to earn eighty hours of credit without repeating courses undertaken pursuant to this section, they will not be required to repeat such courses.

5.05 Auditors. A limited number of auditors who are eligible for admission to the law school may be admitted to courses in the discretion of the dean and upon payment of the appropriate fee. No credit for courses so undertaken will be given toward the degree of bachelor of laws.

5.06 Academic Standards. The quality of a student's work is measured as follows:

A—Exceptional performance and the demonstration of intellectual initiative

B—Competent performance

C—Acceptable performance

D—Marginal, but passing, performance

F—Failure

To each letter grade is assigned a numerical qualitative value as follows:

For each credit hour of A, 3; for each credit hour of B, 2; for each credit hour of C, 1; for each credit hour of D or F, 0.

A student's academic achievement is measured by dividing the number of quality points earned by the number of credit hours of work completed.

5.07 Examinations. Written examinations are held at the end of each session. Final grades are based primarily on the written examinations, but in determining a grade the instructor may give such weight as he deems advisable to daily recitations or other classroom assignments. A student who is consistently unprepared in any course or whose class work is of low grade may be denied the privi-

lege of taking the examination in that course.

5.08 Deferred Examinations. If for good and sufficient reason a student is unable to take the examination at the end of a course, a deferred examination may be taken at the next regular examination in the subject without loss of credit, or if circumstances warrant, a special examination may with the permission of the dean and the instructor be given within two weeks following the regular examination.

5.09 Class Attendance. The right to take examinations is conditioned upon regular attendance in classes. Tardiness to class may be counted as an absence.

5.10 Dismissal for Unsatisfactory Scholarship. A student will be automatically dropped from the rolls under the following circumstances:

1. upon receiving a grade of D in more than two courses or a grade of F in more than one course at the end of his first session of law study

2. upon failure to achieve a cumulative average of 1.0 at the end of his first year of law study

3. upon failure to achieve and maintain a cumulative average of 1.0 at the end of each year of law study thereafter.

Notwithstanding the foregoing, the faculty upon the recommendation of the dean may dismiss a student who in its opinion lacks the ability successfully to pursue the study of law.

5.11 Dismissal for Cause. The faculty upon the recommendation of the dean may recommend to the president for dismissal a student for conduct unbecoming a person seeking admission to the legal profession, conduct not conducive to the morale or welfare of the class or institution, or for any other cause which it may deem sufficient.

5.12 Reinstatement. A student who has been dismissed may within ten days after dismissal file with the dean a written petition for reinstatement. The faculty upon recommendation of the dean may re-instate such student upon such terms and conditions as

it sees fit if in its opinion circumstances warrant re-instatement.

5.13 Degree Requirements. The program of instruction is offered in both day and evening divisions and looks toward the award of the degree of bachelor of laws. Candidates for the degree are required (1) to complete 80 semester hours with a cumulative average of 1.0, the last 20 semester hours of which must be completed in this college, (2) to take 6 residence sessions of study, at least the last 1½ of which must be taken in the Washington College of Law; and (3) to meet the foregoing requirements within a period of not less than two nor more than six calendar years.

A session is defined as a period of instruction of 16 weeks in length. A credit hour is defined as one hour of class per week for one session. A residence session is defined as a session during which a student carries a minimum of 12 credit hours. A session in which less than 12 credit hours are carried entitles a student to proportional residence credit, but a session in which more than 12 credit hours are carried does not entitle a student to additional residence credit. The requirements for the degree are normally met by attendance either for six sessions in the day division or eight sessions in the evening division. Students in the day division are required to devote substantially all of their time to law study and to carry not less than 12 nor more than 15 semester hours, except upon special permission from the dean. Students in the evening division are required to carry not less than nine nor more than 10 semester hours except upon special permission from the dean. Students may not transfer from one division to the other without special permission from the dean.

5.14 Summer Session. The college conducts a nine-week summer session offering six credit hours of work in elective courses. The summer session is open to students who have successfully completed at least 10 semester hours of law study.

Students in the evening division attending three summer sessions and

carrying a full course each summer are able to complete their requirements for a degree in three calendar years. Students in the day division attending two summer sessions and carrying a full course each summer are able to complete the requirements for a degree in two and one-half calendar years.

6. UNDERGRADUATE DIVISIONS

6.00 Divisions. The University offers undergraduate programs of instruction leading to the baccalaureate degree in the College of Arts and Sciences and in the undergraduate division of the School of Social Sciences and Public Affairs.

6.01 Graduation Credit Requirements. A student in any undergraduate division must complete a minimum of 126 credit hours of work to be eligible for graduation.

6.02 Definition of Credit Hour. A credit hour is the unit used to compute standard academic performance. It is defined as the work performed in one 50-minute course exercise a week for one session of 16 weeks. Two laboratory clock hours count as one credit hour. A student in planning a time budget should expect to spend at least two hours in preparation for each one hour period.

6.03 Achievement Evaluation. An achievement evaluation describes the competence of the student and takes into consideration his total performance during a session. It is issued annually in the form of a reproduction of the student's cumulative permanent record and is submitted to the student.

6.04 Session Grade Reports. The registrar reports unofficial session grades to the student. The permanent record in the registrar's office however is the only official record.

6.05 Definition of Grades. The quality of a student's academic performance is described by grades defined as follows:

- A..... *distinction*
- B..... *competence*
- C..... *minimum satisfaction*
- D..... *inadequacy*
- F..... *failure*

I		<i>incomplete</i>
W		<i>official withdrawal</i>
X		<i>unofficial withdrawal</i>

6.06 Removal of Incomplete. An instructor in reporting an incomplete to the registrar must at the same time submit a statement specifying what performance on the part of the student will remove such incomplete. The student must remove the incomplete by performance of the remaining requirements in a fall session course before April 1, in a spring session course before October 1, and in a summer session course before November 1. The instructor must promptly submit a grade to replace the incomplete not later than the date fixed for the session to describe the quality of the student's work and such permanent evaluation may include the symbols F or X.

6.07 Definition of X. An X as a symbol of unofficial withdrawal on a record indicates that the University is unable to evaluate the work of a student or to explain failure to complete the course. For purposes of computing the index a symbol of X is considered a grade.

6.08 Quality Point Schedule. A quality point is a numerical value assigned to each credit hour earned as follows:

A		3
B		2
C		1
D		0
X		0
F		—1

6.09 Cumulative Achievement Index. The cumulative achievement index, known as the Index, describes the quality of a student's work in all academic courses completed. The registrar computes the Index by this formula:

Sum of quality points

Number of completed academic hours

6.10 Session Honors. The registrar computes a session index for each student by dividing the sum of the quality points achieved by the number of academic credit hours completed during that session. On the basis of this index students are classified for honors according to this schedule:

<i>Honor</i>	<i>Session Index</i>
Highest Distinction	 3.00
High Distinction	 2.75—2.99
Distinction	 2.50—2.74

6.11 Parttime Student Session. The University defines a session for computing the index of a parttime student as the completion of 15 credit hours.

6.12 Probation. A student who in the work of any session fails to achieve an index of 1.00 is placed on probation or dismissed pursuant to provision 6.13. He remains on probation until he achieves a cumulative index of 1.00 or better or is dismissed.

6.13 Academic Dismissal. The University dismisses a student for unsatisfactory scholarship under the following circumstances:

1. If the student has been placed on probation and fails to achieve an index of 1.00 in the work of the following session unless his cumulative achievement index is 1.00 or higher.

2. If the student achieves in other than a first session of attendance an index of less than .50 in the work of any session unless his cumulative achievement index is 1.00 or higher.

3. If the student achieves an index below .00, a minus index, in the work of any session.

4. If the student fails to achieve a cumulative achievement index of 1.00 or higher at the end of the session when he would normally advance to upperclass standing.

5. If the student advanced to upperclass standing fails except in the first session of residence to achieve a cumulative achievement index of 1.00 or higher at the end of any session.

6.14 Under and Upper Classmen. The University classifies undergraduate students as underclassmen and upperclassmen. An underclassman is eligible for advancement to upperclass standing when he has completed 63 credit hours of work. Student organizations compute class membership according to this schedule:

<i>Class</i>	<i>Hours Completed</i>
Freshman	 0— 29
Sophomore	 30— 62
Junior	 63— 89
Senior	 90—126

- 6.15 Advancement to Upperclass Standing.** An underclassmen who will by commencement have completed 63 credit hours files with the registrar a petition for advancement to upperclass standing not later than May 1. The student attaches to this petition (1) a declaration of the department in which he proposes to concentrate his major work, (2) a program of studies signed by the chairman of the department in which such student proposes to concentrate and indicating (a) the courses he has already taken in fulfillment of basic and distributed requirements and (b) the courses he now proposes to take to complete his graduation requirements in the field of his concentration.
- 6.16 Change of Major.** The declaration of the major area of concentration in the petition for advancement to upperclass standing may be amended with the approval of the academic advisor and the dean if the student's interest changes or his life objectives are revised.
- 6.17 Bachelor's Program for Associates.** A student who is completing the work for an associate degree becomes a candidate for the baccalaureate degree by filing the same kind of petition defined in 6.15 and is advanced to baccalaureate candidacy.
- 6.18 D Major Course Grades.** A student may not offer a grade of D to fulfill a major course requirement in the area of concentration.
- 6.19 Transfer D.** A course completed with a grade of D in another institution may not be transferred to the University toward advanced standing unless the student's cumulative achievement index in the institution from which he transfers the D credit was at least 1.5.
- 6.20 Transfer Quality Points.** No course grade completed in another institution is counted in the computation of the cumulative achievement index.
- 6.21 University-wide Credits.** Academic credits earned in any division within the University are recorded in the division in which the student is enrolled and are counted in the computation of the cumulative achievement index in degree programs.
- 6.22 Minimum Cumulative Index.** A student to remain in good standing and to be eligible for graduation must achieve a cumulative index of 1.00.
- 6.23 Residence Requirement.** A student who is a candidate for a degree must (1) complete at least 30 credit hours of work in residence in any undergraduate non-professional division within the University, and (2) complete the last 30 hours of degree work in residence in The American University, provided however that a dean may permit a student who has otherwise completed the 30 credit hour residence requirement to complete six of his last 30 hours in another institution and provided further that a faculty upon the recommendation of a dean may permit a student to complete not more than 15 hours of his last 30 hours in another institution.
- 6.24 Law College Residence.** In a combined law degree program a student who has already completed 30 hours of undergraduate credit in the undergraduate, non-professional divisions of the University may count 30 hours of credit taken in the Washington College of Law as fulfilling requirements of paragraph (2) of Section 6.23.
- 6.25 Candidates for Graduation.** A student not later than November 1 must file with the registrar a petition of candidacy for graduation on forms provided by the registrar. The student must specify his name as he wishes it inscribed on his diploma and the degree for which he is a candidate. The deans post a list of candidates for June graduation upon the official bulletin board on April 15.
- 6.26 Graduate Record Examination.** The University requires each sophomore and each senior to take the Graduate Record Examination which is given both in the spring session.
- 6.27 Graduation Honors.** The University faculty upon the recommendation of the faculty of the division in which the student is enrolled transmitted through the committee on academic standards which makes its own recommendations upon the basis of evidence presented to it, votes graduation honors. To be eligible for consideration for

graduation honors a student must complete at least 60 hours of work in the University. Graduation honors take into consideration the student's total academic performance, including course grades, independent study, intellectual initiative, and external examinations including performance on the Graduate Record Examination. Courses taken during the last session of attendance are not included in the computation of honors. Graduation honors are highest distinction, high distinction, and distinction.

6.28 Individual Case Consideration. A student may petition the faculty through the dean for consideration of academic relief from any application of these statutes which may not best serve the interest of the student within the limits of sound academic practice.

6.29 Attendance. Because a student's first obligation is the satisfactory performance of academic work the University requires regular attendance at class and laboratory periods.

6.30 Absence Policy. Instructors report absences to the registrar. The registrar transmits warning cards to students who have been absent from classes requesting the student to explain his absence to the dean. A student who absents himself from more than one quarter of the classes in any session may not take the final examination in the course nor receive academic credit unless the absence has been excused by the dean and then only under conditions stipulated by the dean. The bursar reports unsatisfactorily explained absences of a veteran student to the Veterans Administration for the termination of his entitlement.

6.31 Absence Before and After Vacation. A fulltime student absent except for reasons beyond his control from a class or laboratory period on a day immediately preceding or following a vacation or holiday period pays a fee of two dollars for each class or laboratory period not attended. No University officer may waive this provision.

6.32 Chapel Attendance. The College of Arts and Sciences requires attend-

ance at a weekly chapel service and advises students in enrolling to take note of this requirement. A student is allowed in a session three chapel absences.

6.33 Convocation Attendance. The University conducts a monthly convocation for the students, faculty, and staff of the School of Social Sciences and Public Affairs and the Washington College of Law. The University expects its students to join with the faculty and staff in the fellowship of these monthly convocations.

7. ELIGIBILITY

7.00 Definition of Eligibility. A student is eligible for general participation in student activities (a) when he is enrolled in the University for not less than 12 credit hours, which total may include physical education and (b) when he is regularly progressing toward graduation. Student organizations by their charters may establish a higher standard.

7.01 Students on Probation. A student on probation may not hold an office in a student association or represent the University in any capacity.

7.02 Applicability. Eligibility regulations apply to all elective or appointive offices, intercollegiate athletics, sport or play-day competitions, dramatics, choral and orchestral offices, student publications, and to all other activities in which a student represents the University. The rule does not apply to students who are merely members of an organization.

7.03 Eligibility of Junior College Graduates. A graduate of a junior college is eligible during the first session of his attendance in the University.

7.04 Eligibility of Students Entering with Advanced Standing. A student admitted to the University with advanced standing is eligible to participate in intercollegiate sports in the first session of residence when the director of athletics in the institution from which the student transfers certifies by letter to the registrar that he holds no objection to such student's participation in intercollegiate athletics.

7.05 Effective Date of Eligibility. Eligibility is effective at the time the registrar certifies that grades for all courses for which the student is enrolled have been filed by the instructors and that the grades meet the standard of eligibility.

7.06 Limit of Eligibility. A student is ineligible for all intercollegiate activities after eight sessions of attendance.

8. WORK-STUDY PROGRAM

8.00 Work-Study. The University offers a work-study program to enable a limited number of young women to pursue evening courses and enjoy the privileges of campus life and residence and at the same time to hold positions in government and business. Work-study students live in campus residence halls, carry six academic hours in the fall session, nine academic hours in the spring session, and six academic hours in the summer session. They can complete the work for a baccalaureate degree in six full calendar years of study.

8.01 Life-Centered Education. The work-study program meets the needs of two classes of students: (1) those who of necessity must earn while they learn and (2) those who wish to relate life-experience to classroom study, constantly testing theory by application in practical effort.

8.02 Admission Requirements. Applicants for the work-study program must satisfy all requirements of the University for admission as fulltime undergraduate students. Their admission status must be cleared by the office of admissions before they can be considered for membership in the program. The director of the work-study program will select applicants after a study of all records and a personal interview.

8.03 Admission Dates. Work-study students are admitted at the beginning of the fall, spring, or summer sessions.

8.04 Registration. Work-study students may register for courses offered in the College of Arts and Sciences or the School of Social Sciences and Public Affairs. They must plan their programs of study in consultation with the academic counselor assigned to

them and must have his approval for courses selected each session before they may register.

8.05 Fees. Work-study students pay a single annual and inclusive fee of \$825 for tuition, residence, meals during the fall and spring sessions, social activities, and health service. The fee includes tuition for twenty-one hours of academic work, a shared room in a University residence hall, breakfasts and dinners, Monday through Friday, when classes are meeting during the fall and spring sessions. Work-study students pay for their meals at the time of service on Saturdays, Sundays, and holidays, during vacation periods, and during the summer session. Bills are payable in advance, semi-monthly, and on government pay-days. A student may withdraw at the end of any session if notice is given to the director at any payment period not later than one month before the close of the session.

8.06 Reading Periods. The program is divided into three parts:

1. Fall session with a reading period
2. Spring session with a reading period
3. Summer session with a reading period

The reading period, usually taken during University vacation periods, provides opportunity for independent study planned by the student in conference with faculty advisors.

8.07 Seminar. Twice during each session all work-study students join in an integrating seminar with faculty members to bind information together into life-meaning.

8.08 Regulations. Work-study students enroll subject to all regulations which apply to other students in residence. They are entitled to all rights and privileges enjoyed by fulltime students.

9. STUDENT AFFAIRS

9.00 Division of Student Affairs. Student activities are organized on a University-wide basis as a division of student affairs under the direction of a dean of student affairs assisted by student personnel officers. Participa-

tion in student activities is encouraged by the University as a major educational experience.

- 9.01 Student Organizations.** Every association or organization of students must operate under a charter issued by the University faculty. Applications for authority to organize associations of students for any purpose are made by petitions filed with the dean of student affairs and addressed to the University faculty. The petition must be accompanied by a draft of the constitution of the proposed association.
- 9.02 Change in Association.** No change in the charter, purposes or regulations of any existing society, association, or organization may be made without petition submitted according to provisions stated in 9.01.
- 9.03 Annual Report.** On or before April 15 of each year each organization chartered by the faculty must file with the dean of student affairs a copy of its program, budget, membership, and officers for the ensuing year. It must also file a detailed report of its activities during the preceding year.
- 9.04 Roster.** Not later than October 15 each association must file with the dean of student affairs a list of officers and members.
- 9.05 Faculty Advisors.** Each chartered organization must have a faculty advisor appointed by the faculty on suggestion from the dean of student affairs. Faculty advisors report to the dean of student affairs bi-monthly on the work and effectiveness of the organization.
- 9.06 Revocation of Charter.** The University faculty reserves the right to withdraw the charter of any society, organization, or association for cause.
- 9.07 Accounts.** Treasurers of all student organizations are required by the faculty as a condition of their charter to keep records of all income and expenditures in a form specified by the faculty auditor and to make the accounts available for audit.
- 9.08 Student Comptroller.** All student organizations, unless otherwise authorized by faculty action, are required to transact the disbursement of funds through the office of the student

comptroller. Funds for each organization are deposited with the comptroller and all bills are paid by him upon presentation of original bills or vouchers and properly signed requisitions.

- 9.09 Audit.** At least once each session treasurers of student organizations must submit their books to the student comptroller and faculty auditor for review and verification. Every time a new treasurer assumes office the books shall be submitted, audited, and returned to the new treasurer with a certificate stating the condition of the accounts.
- 9.10 Use of University Buildings.** Requests for use of University buildings for student meetings and social functions of every kind are made to the dean of student affairs.
- 9.11 University Calendar.** The University calendar of events is maintained by the University office of information. All organizations at the beginning of the fall session are required to file their proposed schedule of events with the request that certain times and places be designated for them. The dean of student affairs coordinates events and activities to give a balanced program in each session and throughout the week. Any class, society, association, Greek-letter fraternity, or group of students proposing a regular or special meeting or public performance must first clear the date and receive authorization from the dean of student affairs.
- 9.12 Chaperones.** Social affairs, balls, and dances both on and off the campus must have authorization of the dean of student affairs and must be supervised by appropriate chaperones. Proposals of chaperones for approval must be filed with the dean of student affairs when permission for the affair is requested. Locales of all such affairs must be approved by the dean of student affairs before final arrangements are confirmed.
- 9.13 Student Associations.** The students of the University are organized in three general associations: the Student Association of the College of Arts and Sciences, the Community Association of the School of Social Sciences and Public Affairs, and the

Student Bar Association of the Washington College of Law. Membership in the associations is determined by the divisional enrollment of the student.

9.14 Student Affairs Roundtable. Representatives of the student associations meet with the president of the University and the dean of student affairs monthly for the informal discussion of student affairs, for the coordination of activities on a University-wide basis, and for common planning.

9.15 Bulletin Boards. The University maintains bulletin boards in all divisions for the information of students. Materials for announcement should be submitted to the dean of student affairs for posting.

10. RELIGIOUS POLICY

10.00 Policy. The University holds that students should take an active part in the religious life of the community. It transmits the names of students to denominational pastors, priests, rabbis, and other responsible leaders of the denomination nearest to the division of the University where the student is enrolled or resides. The University maintains liaison with the student's home religious leader. It does not however encourage or permit denominational student groups to organize and carry on activities within the University or on University premises.

10.01 Objectives of Religious Interest. The University encourages its students to cultivate the habits of personal devotion, to take an active part in the religious faith of their own choice, to attend services, to take specific projects which involve personal service and sacrifice of time and money, and to develop an understanding of the religious interests of the various groups worshipping God in their own ways.

10.02 Chapel and Convocation. Chapel services are held weekly in the College of Arts and Sciences and convocations monthly in the School of Social Sciences and Public Affairs and the Washington College of Law.

10.03 Morning Devotions. Brief devotional periods are held each week-

day morning at 8:10 a.m. in Room 210, Hurst Hall. The service includes music, scripture reading, prayer, and a thought for the day. In general these devotional exercises are led by students.

10.04 Pastor's Office. The University pastor's office is located in Osborn House on the campus of the College of Arts and Sciences. He may be reached by telephone by calling ORDway 3189 or through the University exchange.

10.05 Chapel and Convocation Schedules. A schedule of chapel preachers and convocation speakers is published each year.

10.06 Monthly Prayers. The University publishes and distributes widely throughout the University a monthly prayer.

10.07 Devotional Booklets. The University encourages denominational groups to provide devotional booklets, testaments, prayer books, and other materials to students of their faith. Such materials should be submitted to the University pastor for distribution to the students.

11. GREEK LETTER SOCIETIES

11.00 Greek Letter Policy. National Greek letter fraternities for men and sororities for women are a part of the organized University community life. Representing in membership about half the student body as a matter of University policy, the Greek letter societies work in close cooperation with the faculty and administration. Each spring a Greek letter planning conference is held with representatives from the University, the national, regional, and local offices of the societies, alumni, and alumnae advisers to local chapters, and actives of the chapters. The University welcomes the societies as intimate groups capable of nurturing academic ideals and personal development in primary association.

11.01 Fraternity Criteria. The University affirms as its position on Greek letter societies the ideals established by the National Interfraternity Conference in the following words:

"We consider the fraternity responsible for a positive contribu-

tion to the primary functions of the colleges and universities, and therefore under an obligation to encourage the most complete personal development of its members, intellectual, physical, and social. Therefore, we declare:

- I. That the objectives and activities of the fraternity should be in entire accord with the aims and purposes of the institutions at which it has chapters;
- II. That the primary loyalty and responsibility of a student in his relations with his institution are to the institution, and that the association of any group of students as a chapter of a fraternity involves the definite responsibility of the group for the conduct of the individual;
- III. That the fraternity should promote conduct consistent with good morals and good taste;
- IV. That the fraternity should create an atmosphere which will stimulate substantial intellectual progress and superior intellectual achievement;
- V. That the fraternity should maintain sanitary, safe, and wholesome physical conditions in the chapter houses;
- VI. That the fraternity should inculcate principles of sound business practice both in chapter finances and in the business relations of its members.

"These criteria should be applied in close cooperation with the administrative authorities of the institutions. Detailed methods of application will necessarily vary in accordance with local conditions."

- 11.02 Non-Fraternity Students.** A student is under no compulsion to join a fraternity; he is free to accept an invitation if it is offered to him and is quite as free to announce his desire not to be a candidate for Greek letter society membership. In determining his position on fraternity membership a student should weigh

the costs against alternative uses of money in the Washington situation, the time required of active members when compared to the alternative uses of that time, and the value of the fraternal associations when compared to alternative patterns of friendship and activity.

WOMEN'S FRATERNITIES

- 11.03 Panhellenic Association.** The Panhellenic Association is the cooperating organization of women's fraternities. Its purpose is "to maintain on a high plane fraternity life and interfraternity relationships, to cooperate with the University in its program, to maintain high social and scholastic standards, and to be a forum for the discussion of questions of interest to the University and the fraternity world. To be represented in the Panhellenic Association a fraternity must have at least five chapters in institutions of collegiate rank. Members of the Panhellenic Association in The American University are Alpha Chi Omega, Delta Gamma, Kappa Delta, and Phi Mu.
- 11.04 Panhellenic Council.** The administrative body of the Panhellenic Association is the Panhellenic Council composed of representatives of each woman's fraternity and a faculty advisor. It has members from each of the four fraternities.
- 11.05 Panhellenic Cup.** Because high scholastic attainment is a major objective, the Panhellenic Association each year awards the Panhellenic Cup to the pledge with the highest scholastic average. The name of this honor student is engraved on the cup, and she has the privilege of keeping it in her fraternity room during the next year.
- 11.06 Rushing.** Rules governing rushing, pledging, and initiation as they relate to women's fraternities are defined by the Panhellenic Association.
- 11.07 Sponsored Events.** The Panhellenic Association sponsors or assists in sponsoring such events as (a) the annual Song Fest Competition in which fraternities compete by presenting novel arrangements of their songs, (b) the interfraternity promenade, and (c) the Panhellenic teas.

- 11.08 Women's Fraternities. Gamma Delta Chapter of Phi Mu.** This fraternity, established in the University in 1933, was founded at Wesleyan College, Macon, Georgia, in 1852, and has 80 chapters. Initiation fee is \$48, pledge fee \$10, monthly pledge dues \$3, and monthly active dues \$3.50 for nine months.
- 11.09 Beta Epsilon Chapter of Delta Gamma.** This fraternity, established in the University in 1936, was founded at Lewis School, Oxford, Mississippi, in 1873 and has 85 chapters. Initiation fee is \$50, pledge fee \$10, monthly pledge dues \$2.50, and monthly active dues \$4 for nine months, and \$2.50 for three summer months.
- 11.10 Beta Rho Chapter of Alpha Chi Omega.** This fraternity, established in the University in 1937, was founded at DePauw University, Greencastle, Indiana, in 1885 and has 76 chapters. Initiation fee is \$64.50 including pin, pledge fee \$7.50 monthly, pledge dues \$3 monthly, active dues \$4 for nine months.
- 11.11 Beta Iota Chapter of Kappa Delta.** This fraternity, established in the University in 1943, was founded at Farmville, Virginia, in 1897 and has 70 chapters. Initiation fee is \$50, pledge fee \$6 monthly, pledge dues \$2, and monthly active dues \$4 for eight months.
- Chapter Rooms*—Each woman's fraternity has a chapter room located in Mary Graydon Hall for its exclusive use and social purposes.

MEN'S FRATERNITIES

- 11.12 Interfraternity Council.** The Interfraternity Council is the cooperating organization of the men's fraternities. Its members are representatives of fraternities and faculty advisers.
- 11.13 Rushing.** Rules governing rushing, pledging, and initiation as they relate to men's fraternities are defined by the Interfraternity Council.
- 11.14 Epsilon Triton Chapter of Phi Sigma Kappa.** This fraternity, established in the University in 1936,
- was founded at Massachusetts State College in 1873 and has 65 chapters. Initiation fee is \$45, pledge fee \$10, monthly pledge dues \$7, and monthly active dues \$7.50 for eight months, for each month of attendance.
- 11.15 Epsilon Iota Chapter of Alpha Tau Omega.** This fraternity, established in the University in 1943, was founded at Virginia Military Institute in Richmond, Virginia, in 1865, and has 110 chapters. Initiation fee is \$50, pledge fee \$3, session pledge dues \$5, and active dues \$10 for each session in attendance.
- 11.16 Beta Chi Chapter of Alpha Sigma Phi.** This fraternity, established in the University in 1946, was founded at Yale University in 1844 and has 77 chapters. Initiation fee is \$45, pledge fee \$5, monthly pledge dues \$2, and active dues \$22 a session.

FRATERNITY PROCEDURES

- 11.17 Principles of Operation.** Fraternities operate in the University on the basis of the following principles:
- Petitions to national groups*—No local social fraternity shall make overtures or petition to a national fraternity without the approval and support of the faculty.
 - Local societies*—The constitution and by-laws of any local social group must be approved by the faculty.
 - Eligibility*—A pledge may not be initiated into a fraternity unless such student has completed at least twelve academic hours of work with not less than a 1.00 grade index.
 - Probation*—When the combined scholastic average of all members, pledges, and affiliates of a fraternity at the end of any session falls below a grade index of 1.00, the fraternity is automatically and immediately placed on probation.
 - Violation of rules*—A fraternity which violates any faculty provision is automatically placed on probation and denied the right to hold any social functions during the period of such probation.
 - Initiation*—Fraternities must comply with the following rules established by the faculty for initiation:

a. No program of initiation shall humiliate a student, impair or jeopardize physical or mental condition, restrict free physical movement, or interfere with academic study.

b. No vulgarity shall be included in initiation, nor shall private or public "rough-house" initiations of any kind be held.

g. *Social events*—The number of social events allocated to fraternities each year is determined by the Social Board in cooperation with the Panhellenic Council and the Interfraternity Council. Prior to every informal or formal social function, a fraternity must file a written request for date, define the nature of the event and the projected locale, and propose the names of the chaperones for the occasion. Approval of the event as well as the date comes from the dean of student affairs.

12. FINANCE

12.00 Fulltime Tuition. Inclusive tuition fees for fulltime students in the fall and spring sessions are:

- all undergraduate divisions
\$250.00 a session
- graduate division
\$12.00 a credit hour
- law division
3-year program—day
\$175 a session
- 4-year program—evening
\$125.00 a session

The fulltime tuition fee includes tuition for not more than 15 hours of course work a session in the Washington College of Law and for not more than 18 hours of course work a session in the undergraduate divisions. A student permitted to register for more than these hours pays for each extra credit hour at the usual parttime tuition rate for the division concerned. The fulltime tuition fee for students in the undergraduate divisions includes fees for registration, library, health service, student activities, admission to athletic contests, debates, dramatic and musical performances,

concerts, and lectures presented by the University, and the graduation fee for those who have completed 126 credit hours in fulltime attendance at The American University. The fulltime tuition fee for undergraduate students also includes all course fees unless otherwise indicated in the description of courses for which a special fee is charged.

12.01 Parttime Tuition. Tuition fees for parttime students in the fall and spring sessions and for all students during the summer session are:

- College of Arts and Sciences
\$15.00 each credit hour
- School of Social Sciences
and Public Affairs
\$12.00 each credit hour
- Washington College of Law
\$12.50 each credit hour

The parttime tuition fees include no privileges beyond attendance at academic courses. Parttime students who register for courses in more than one division of the University will be charged for tuition at the credit hour rate of the division in which the course is offered. Graduate students enrolled in art, language, or graduate mathematics courses pay tuition of \$15.00 a credit hour and special fees assessed from all students in those courses.

12.02 Summer Session Fees. An undergraduate student carrying five or more hours in any half of the summer session pays in addition to his course fees \$5.00 a session as a University activity fee. All summer session students who live in University apartments or residence halls pay a health fee of \$5.00 a session.

12.03 Graduate Study Fee. Any graduate student who has completed course work and thesis seminar requirements for an advanced degree may continue on the rolls of the University as a student in good standing upon payment of a graduate study fee of \$15.00 a session. The fee entitles the student to the use of the University libraries and to consultation with his advisor and other members of the faculty. The fee

must be paid at the time of registration and is not refundable.

12.04 Advance Payment. Fulltime fees for tuition, residence, meals, and for all other purposes are payable in full at the beginning of each session and are not refundable except in cases of illness certified by the University physician or by a physician whose statement is approved by the University physician, or for other circumstances beyond the control of the student. Request for refund is directed in writing to the University treasurer.

12.05 Deferred Payment of Fulltime Fees. The University offers a plan of deferred payment of fulltime fees in the fall and spring sessions for the convenience of students and their parents who prefer to pay in installments during the academic year. Students and their parents electing to take advantage of this plan (a) make application to the treasurer on a form provided for the purpose, (b) execute a promise to pay the fees in full for the entire session, (c) pay a deferment fee of \$5.00 each session, and (d) arrange to discharge each session's obligation in three installments.

12.06 Payment of Parttime Fees. A parttime student electing one course a session must pay the course tuition in full at the time of registration. Parttime students electing more than one course a session may pay their tuition fees in three installments plus a service charge of \$1.00. Under this plan one-third of the tuition plus the service charge is payable at the time of registration, one-third at the end of the fourth week of classes, and one-third at the end of the eighth week of classes. *All special course and other fees must be paid in full at the time of registration.*

12.07 Definition of Fulltime Student. A fulltime student in all divisions of the University is one carrying not less than 12 hours of courses during the fall and spring sessions or not less than five hours of course work during any summer half session or 10 hours of course work during any summer full session.

12.08 Fulltime Half Session Courses. The tuition fee for a student enrolled in half-session courses only during the spring and fall is \$125 for the half session in which he is enrolled for a minimum of six credits and on the basis of \$12.00 a credit hour during half-sessions in which his load is below the minimum, provided that during the full session the sum of the credits earned during the two half sessions does not total 12 or more. When the credits earned in two half sessions total 12 or more the tuition fee is \$250 a session.

12.09 Fall and Spring Session Refund Policy. A student who officially withdraws from full-session courses before the meeting of the first class receives a refund of all tuition paid except a registration fee of \$5.00. Refund for students who withdraw officially after the first meeting of full-session classes are made according to the following schedule:

<i>Withdrawal During</i>	<i>Per cent of Tuition Refunded</i>
1st and 2nd week	80
3rd and 4th week	60
5th and 6th week	40
7th and 8th week	20
after 8th week	none

A student who officially withdraws from half-session courses before the meeting of the first class receives a refund of all tuition except a registration fee of \$5.00. Refund for students who officially withdraw after the first meeting of these half-session courses is made according to the following schedule:

<i>Withdrawal During</i>	<i>Per cent of Tuition Refunded Half Session</i>
1st week	60
2nd week	20
after 2nd week	none

12.10 Refund Policy Summer Session. A refund of all tuition paid except \$5.00 will be made to summer session students who withdraw before the opening dates of the summer session in which the course is offered. No refund of tuition and fees will be made to students who withdraw

from summer session courses after the first day of classes.

- 12.11 Refund Policy in Emergency Situations.** In the case of students who register before the first day of classes in any session and who are obliged to withdraw during that session because of serious illness or other critical emergencies beyond their control, the University may alter its usual refund policy. Students who believe that they are entitled to this consideration must inform the registrar immediately of their withdrawal from classes and must in addition address to the treasurer of the University a letter stating in detail the reasons for their withdrawal. In cases of illness a certificate signed by the student's physician or employer must be attached to the letter.
- 12.12 Health Fee.** A parttime undergraduate student enrolled for less than 12 academic hours and all graduate or law students may take advantage of the health service as provided for fulltime students by the payment of a fee of \$10.00 a session in the fall and spring, or \$5.00 in any summer half session.
- 12.13 Student Activity Fee.** A student in any division enrolled for less than 12 hours may enjoy the privileges of fulltime students in membership in the student associations of the College of Arts and Sciences or the School of Social Sciences and Public Affairs by the payment of a student activity fee of \$7.50 a session in the fall and spring, or \$5.00 in any summer half session.
- 12.14 Graduation Caps and Gowns.** Students provide their own caps, gowns, and hoods for academic ceremonies at their own expense. A schedule of costs is issued with the announcement of academic ceremonies.
- 12.15 Lockers.** Lockers for the convenience of students at the College of Arts and Sciences are located in the basement of Hurst Hall. Assignment of lockers is made by the bursar of the College upon memorandum from the dean and upon the payment of a fee of \$1.00 a session.

- 12.16 Post Office Box.** Students in residence may arrange for post office boxes with the manager of the University bookstore in Leonard Student Center at the College of Arts and Sciences. Mail otherwise is delivered in general or residence hall boxes. The box fee is \$1.00 a session, to be paid to the manager of the bookstore.
- 12.17 Science Laboratory Fees.** The University assesses a non-refundable fee of \$5.00 for each science laboratory course elected.
- 12.18 Art Studio Fee.** The instructor in art studio courses assesses a model fee. The amount of the fee is established by the instructor and is not included in the fees covered by the fulltime undergraduate tuition charge.
- 12.19 Music Lesson Privilege.** A fulltime student recommended by the department of music may receive instruction in piano, organ, violin, or voice without payment of an additional fee, *provided* such student agrees in writing (1) to practice not less than 15 hours a week *AND* (2) to participate regularly as a member of a choral or instrumental group in the University. The conditions must be strictly observed. The University reserves the right to withdraw the privilege and to assess a fee at its discretion.
- 12.20 Music Lesson Fees.** Students electing music lessons not included in Paragraph 12.19 and all students other than those electing piano, organ, voice, and violin, pay the regular fee of \$75 a session for a half-hour lesson for 16 weeks plus a practice room fee of \$5.00 a session. These fees are not included in those covered by the fulltime undergraduate tuition charge.
- 12.21 Schedule of Special Fees—General.**
- | | |
|---|---------|
| Deferred Payment of Accounts | |
| Fulltime undergraduate and | |
| all law students | \$ 5.00 |
| Parttime students | 1.00 |
| Graduate Record Examination | |
| other than fulltime undergraduate students required to take the examination . . . | 10.00 |
| Late Registration Fee | 3.00 |

Reinstatement	2.00
Special or validating examinations	5.00
Transfer from course or voluntary change of registration after first meeting of class, each change	1.00
Transcript after first copy, each	1.00
Laboratory fee, each session	5.00
Language laboratory fee, each session	5.00

12.22 Schedule of Special Fees—Graduate Division.

Binding of dissertations and theses	\$12.00
Comprehensive examination fee:	
PhD	\$20.00
M.A.	10.00
Graduation fee, Ph.D. and M.A. candidates	25.00
Publication fee for summary of dissertation or thesis	50.00
Supervision	
Ph.D. dissertation	72.00
M.A. thesis	36.00

12.23 Schedule of Special Fees—College of Law.

Matriculation fee payable once only	\$5.00
Library fee each session	3.00
Graduation fee	15.00

12.24 Schedule of Special Fees—Undergraduate.

Application fee for fulltime students payable once only	\$10.00
Absence from classes immediately before and after holiday or vacation period, for each class not attended	2.00
Graduation fee	10.00

12.25 Final Payment of Accounts. The University issues certified copies of transcripts of a student's academic record only when such student has paid in full all financial obligations. The University will not confer a degree upon a student who has not paid his account in full.

12.26 Change in Fees. *The trustees of the University reserve the right to make such changes in tuition, fees, and all other costs as any occasion may make necessary and to make such changes applicable to students currently or formerly enrolled as well as to new students.*

13. FELLOWSHIPS AND SCHOLARSHIPS

13.00 Purpose. The University each year offers to selected fulltime students on the basis of competitive application fellowships and scholarships in accordance with conditions attached to endowment funds, gifts, grants, and appropriations by the board of trustees. In general the awards are made to students whose records give promise of distinguished academic performance, citizenship, and useful living. Unless otherwise stated the awards are renewable.

13.01 Application. Awards unless otherwise specified are available to students *entering* either the professional, graduate, or undergraduate divisions. Application is made for a grant as described in this section to the provost, The American University, Washington 6, District of Columbia, on forms supplied by the provost. The application must be accompanied by

- a. an application for admission to the division in which the grant is offered
- b. a certificate of medical history and examination
- c. transcripts of academic record as required under admission provisions
- d. a personal letter stating the applicant's academic objectives, understanding of the purposes and requirements of the particular grant for which application is made, statement of life purposes, and reasons why study in Washington is desired.
- e. names and addresses of three persons, not related to the applicant, who are familiar with his academic background and personal character
- f. other documents or evidence which support the applicant's statements.

13.02 Foreign Students. Foreign students applying for grants must submit to the provost in addition to materials required under 13.01, (1) two certified English translations of the official transcripts of academic work, and (2) a statement from a

responsible academic official certifying the applicant's ability to speak, read, and understand the English language with sufficient facility to enable him to pursue university work.

- 13.03 Date.** Applications with all supporting admissions documents must be presented to the University not later than February 1 for the academic year beginning with the fall session.
- 13.04 Appointment.** Selection of fellows and scholars is made by the committee on student grants of which the provost of the University is the secretary. Recipients are notified of selection by the provost not later than March 15. Each appointee receives two certificates of award, one for personal record, the other to be presented to the bursar at the time of registration and payment of fees.
- 13.05 Acceptance.** An appointee must accept the fellowship or scholarship awarded by a letter directed to the provost not later than March 31. Failure to notify the provost of acceptance vacates the award.
- 13.06 Renewal.** Application for renewal of awards, if the grant may be continued, must be made by letter to the provost not later than January 15. Renewal awards are made not later than February 1.
- 13.07 Scholarship Standard.** Fellows and scholars in the graduate or law divisions must complete satisfactorily all requirements of the courses in which they are registered and maintain a cumulative achievement index of not less than 2.50. Undergraduate fellows and scholars must complete satisfactorily all requirements of the courses in which they are registered and maintain a cumulative achievement index of not less than 2.25. A fellow or scholar who fails to maintain the necessary academic standing forfeits the award at the end of the session in which the performance is below the specified standard and may not under any circumstances be considered for reappointment.

- 13.08 Conditions of Acceptance.** A student in accepting a fellowship or scholarship acknowledges that he is not receiving any other student grant, assistantship, workshop, or other form of assistance, student loans excepted, from the University. The University will immediately cancel the award if other forms of assistance are accepted by the appointee and such student is not eligible for any other form of grant.
- 13.09 Summer Session.** Fellowships and scholarships are not valid for summer session study.
- 13.10 Withdrawal.** An appointee who withdraws from classes during a session, except for reasons of illness or conditions beyond the student's control as accepted by the committee on student grants, forfeits his grant and must repay to the University funds or credits received.
- 13.11 Payment of Grant.** *Award of a stipend does not include remission of tuition and fees in any form.* An appointee must pay to the bursar at the time of registration the fees for work elected.
- 13.12 Modification of Procedure.** The University reserves the right at any time to alter appointment procedures applicable to general or special appointments. It may make no appointment to stipends if the committee on student grants finds no satisfactory applicants.
- 13.13 Payment of Stipend.** Graduate and professional stipends are paid to appointees by University check. Undergraduate stipends are credited on tuition.

GRADUATE FELLOWSHIPS

- 13.14 Massey Fellows.** Three fellowships in the amount of \$1800 are awarded from income derived from a trust established by the late Hart A. Massey, of Toronto, Canada. Preference is given to applicants from Canada.
- 13.15 Swift Fellow.** One fellowship in the amount of \$1500 is awarded to a graduate of Garrett Biblical Institute, Evanston, Illinois. The fund was established by Mr. and Mrs. Gustavus Swift, of Chicago, Illinois.

- 13.16 Teaching Fellows.** Two teaching fellowships in the amount of \$1200 are awarded to graduate students. A teaching fellow instructs in two courses in the fall and spring sessions under the direction of the chairman of his department.

LAW FELLOWSHIPS AND SCHOLARSHIPS

- 13.17 Daish Scholar.** The Grace Markel Daish Scholarship in the amount of \$200 established by a bequest from Grace Markel Daish is awarded to a woman enrolled in the day division.
- 13.18 Lockwood Scholar.** The Belva A. Lockwood Scholarship in the amount of \$100 is awarded to a woman in the day division.
- 13.19 Gillett Scholar.** The Emma Gillett Memorial Scholarship in the amount of \$130 established by gifts of alumni in honor of the cofounder of the Washington College of Law is awarded annually to a woman enrolled in the day division.

UNDERGRADUATE SCHOLARSHIPS

- 13.20 Mary Graydon Scholarships.** The University offers annually fifteen scholarships in the amount of \$350 each to students from high schools in metropolitan Washington. The appointment may continue for not more than eight sessions, but a Mary Graydon Scholar who fails to maintain a distinctive academic index permanently forfeits the award. Appointment as Mary Graydon Scholar is made by the University on the basis of a board of selection composed in each high school of the principal, the college advisor, and two representatives of the University. Names of candidates must be submitted to the University not later than February 1. Selection is made during the third week in February and announcement of appointments is made on Founder's Day, February 24. The scholarships are made available as a result of the generous benevolence of the late Mary Graydon of New Jersey and

of her interest in the education of students of high scholastic performance and promise of leadership.

- 13.21 National Methodist Scholarships.** The University offers four scholarships in the amount of \$400 each to students of high scholastic ability who are members of The Methodist Church. A student to be eligible for a National Methodist Scholarship in his freshman year must be a graduate of an accredited high school with a grade not less than B and rank in the upper 15 per cent of his graduating class. If a student is appointed to a scholarship subsequent to his freshman year, he must show an average of not less than B in his university record of the previous year. The applicant must have been a member of The Methodist Church for at least one year and be outstanding in Christian motive, purpose, and ability. Appointment is confirmed by action of representatives of the Board of Education of The Methodist Church in Nashville, Tennessee.
- 13.22 The Catherine Letts Scholarship** in the amount of \$350 established by the late John C. Letts to honor his daughter is awarded to a student from Iowa.
- 13.23 The Minnie Letts Scholarship** in the amount of \$350 established by the late John C. Letts to honor his daughter is awarded to a student from Kansas.
- 13.24 The Hugh A. and Maggie Thompson Legg Scholarship** in the amount of \$500 established by the late Hugh A. Legg of Stevensville, Maryland, is awarded to a student from Maryland. Preference is given to applicants from Kent Island, second from Queen Ann's County, and third from any locality. Special conditions relate to the award.
- 13.25 The Charles A. Norwood Memorial Scholarship** in the amount of \$150 established by the late Charles A. Norwood of Frederick, Maryland, is awarded to a student from Maryland.
- 13.26 The John H. and Nannie C. Lucas Memorial Scholarship** in the amount of \$350 established by Mr.

and Mrs. Lucas is awarded to a student from Missouri.

- 13.27 The Carrie S. Oves Scholarship** in the amount of \$100 is awarded to a student from New York.
- 13.28 The Colonel Lucius C. Bennett scholarship** in the amount of \$350 established by the late Bruce Bennett of Bellefontaine, Ohio, to honor her husband is awarded to a young man from Logan County, Ohio.
- 13.29 The S. Emma Baer Memorial Scholarship** in the amount of \$100 is awarded to a needy and deserving student from Pennsylvania.
- 13.30 The Walter and Sarah Alexander Scholarship** in the amount of \$150 established by the late J. S. Alexander of Wisconsin to honor his parents is awarded to a student from Wisconsin.
- 13.31 Woman's Guild Scholarship** is awarded every four years in the amount of \$150 annually to a woman entering in the freshman class.
- 13.32 National Society of Arts and Letters Scholarships** in the amounts of \$500, \$350, and \$250 are awarded on the basis of competitive entry in the District of Columbia to students of art and music of promise.
- 13.33 Davis Scholarship.** The University each year appoints a scholar to a stipend of \$500 on the basis of distinguished performance in studies in international relations. The stipend was established by R. M. Davis of Morgantown, West Virginia, to encourage leadership in international affairs.
- 13.34 Townsend Scholarship.** The George W. Townsend Memorial Scholarship in the amount of \$150 established by the late George W. Townsend of Ridley Park, Pennsylvania, is awarded to a student preparing for the ministry of The Methodist Church.
- 13.35 Hall Scholarship.** The Annie Hall Scholarship in the amount of \$150 established by Miss Annie Hall of Boston, Massachusetts, is awarded to a student preparing for the ministry.

ALUMNI AWARDS

- 13.36 Alumni Awards.** The Alumni Association of The American University has established certain awards to honor the memory of distinguished members of the faculty or graduates of the University. Nominations are made by individual alumni to the Alumni Association Scholarship Committee. This Committee recommends two candidates for each award to the University Committee on Scholarships which makes the final selection of recipients. Applications, requests for renewals of grants, and inquiries should be addressed to the Alumni Secretary, The American University, Washington 16, D. C.

George W. Collier Fellowship: One in the amount of \$500 awarded to a graduate student for one year of study.

Harold A. Golden Scholarship: One in the amount of \$500 awarded to an undergraduate student.

Will Hutchins Scholarship: One in the amount of \$500 awarded to an undergraduate student.

A. B. Portorf Scholarship: One in the amount of \$250 awarded to an undergraduate student who is preparing for the ministry.

INTERNSHIPS

- 13.37 Public Administration Interns.** Internships in the amount of full tuition are awarded to graduate students enrolled in courses leading toward the master of arts degree in public administration. Interns are assigned to government agencies for supervised research work and observation.
- 13.38 Administrative Interns.** Internships providing remission of tuition for two courses a session are awarded to selected students admitted to internship programs in agencies that have entered into internship agreements with The American University.
- 13.39 Psychiatric Nurse Interns.** Twenty-five internships with a stipend of \$1470 a year are awarded to post-

graduate nurses enrolled in the psychiatric nurse program offered by The American University in co-operation with the Federal Security Agency and Saint Elizabeths Hospital. The course provides an opportunity for a year's specialized training in psychiatric nursing. Credits earned apply toward fulfillment of requirements for the degree of bachelor of science or master of arts.

CHRISTIAN SERVICE FELLOWSHIPS

- 13.40 Missionary Fund Grants.** A grant from the Missionary Emergency Fund enables the University to offer the awards specified in the paragraphs below.

Missionary Fellow. One fellowship in the amount of \$1500 is awarded to a native missionary who has completed theological work and will spend one year in Washington before going back to his own country.

Mission Teacher. One fellowship in the amount of \$1500 is awarded to a graduate student to enable him to complete the master of arts degree in education before going to the field.

Foreign Service. One fellowship in the amount of \$1500 is awarded to a graduate student planning to enter the foreign service of the United States.

Missionary Journalist. One fellowship in the amount of \$1500 is awarded to a student specializing in writing news and articles describing work in foreign mission fields.

Mission Workshop. Six grants including full tuition and residence fees are awarded to missionaries on furlough who are about to return to their fields. The appointment is to the summer workshop.

Mission Nurse. Two fellowships in the amount of \$1200 are awarded to enable young women who have completed their R. N. training to pursue post-graduate work in nursing leading to the baccalaureate degree. Applicants must declare their intention to serve in the mission field.

FOREIGN STUDENT AWARDS

- 13.41 Hall of Nations Fellows.** Fellowships in the amount of one-half tuition for not more than two courses a session may be awarded to foreign students on the recommendation of the University Committee on Scholarship.
- 13.42 Foreign Student Scholarships.** Five fellowships in the amount of one-half tuition for a full program of studies are awarded to graduate or undergraduate students from foreign countries who intend to return to their native countries at the conclusion of their studies.

ASSISTANTSHIPS

- 13.43 Graduate Assistantships.** Eight graduate assistantships in the amount of \$360 are awarded to graduate students who perform bibliographical research work under the direction of the chairman of their departments for 15 hours a week during the fall and spring sessions.
- 13.44 Department Assistantships.** Department assistantships in the amount of \$75 are awarded to graduate or upperclass students who provide assistance in one course a session under the direction of their department chairmen.

14. STUDENT LOANS

- 14.00 Procedure.** The University provides loan funds to assist fulltime students in meeting financial obligations and emergency needs. Loans are available within the limits of University funds to students who have proved themselves worthy. Loans are not made to any student during the first session of attendance. The sums which may be borrowed are defined by the terms of the trust which establishes the fund. Each borrower signs a promissory note. This note must be endorsed by some financially responsible person. Applications for loans are made to the dean of student affairs on forms obtained from the dean of any division. The application must bear the endorsement of the dean of the division in which the student is enrolled.

- 14.01 Junior and Senior Women.** The *William V. Long Fund* established by the late William V. Long of Philadelphia provides loans for junior and senior women.

The *Woman's Guild* maintains a loan fund to assist junior and senior women.

- 14.02 Men.** The *Ida Letts Educational Fund* established by the late John C. Letts to honor his wife provides loans for men.

- 14.03 Short Loans.** The *Class of 1932 Loan Fund* provides loans up to \$50 for periods not to exceed one year. The *Class of 1938 Loan Fund* provides 30-day loans to students who have at least a 1.00 average. Short loans from these funds are available only to students enrolled in the College of Arts and Sciences.

- 14.04 Methodist Loans.** A student who has been a member of a *Methodist Church* for at least one year is eligible to borrow funds from *The Methodist Church*. The student must have (1) at least a 1.00 average, (2) be at least 17, (3) have the endorsement of his pastor, and (4) give promise of usefulness to the church and to society. Loans must be repaid within six years after the student leaves the University.

- 14.05 Masonic Loans.** The *Grand Commandry Knights Templar* of the District of Columbia and of the several states maintain a *Masonic Loan Fund* for the benefit of men and women who are sons or daughters of members of the Masonic order.

- 14.06 P.E.O. Fund.** The *P.E.O. Society*, a national organization of women devoted to educational and benevolent enterprises, offers loan assistance to women.

- 14.07 D.A.R. Fund.** The *Daughters of the American Revolution* maintain a fund to assist deserving students of Revolutionary War soldier ancestry. The District of Columbia chapter administers the fund in the area.

- 14.08 Student Budgets.** Students facing financial problems are advised to counsel with a student personnel officer or with the dean of student

affairs on their personal budgets. Before making a loan the student should explore all other means of meeting financial obligations and especially ways of self-help. The University placement officer is available to assist students in finding remunerative employment adjusted to their academic schedules.

15. RESIDENCE

- 15.00 Residence Facilities.** University residence halls and furnished apartments are located on the campus of the College of Arts and Sciences, about 20 minutes by public transportation from the School of Social Sciences and Public Affairs and the Washington College of Law. Apartments provide living room, kitchenette, bath, and one or two bedrooms for married students. Fulltime undergraduate students not residing with parents or relatives are required to live in the residence halls. Applications of fulltime graduate and law students who wish to reside in University rooms or apartments will be considered in the order in which they are received.

- 15.01 Administration.** University residence halls and apartments are operated under the direction of the dean of residence. Residence halls are supervised by a head resident responsible to the dean of residence. Apartments are supervised by a resident manager. Each residence hall has its own faculty advisor and its own residence hall council for the definition of house rules within University policy and the administration of house discipline. A campus residence council coordinates the programs of the several residence units. House rules must be approved by the dean of residence.

- 15.02 Assignment.** New students upon admission should direct applications for rooms or apartments to the dean of residence, Mary Graydon Hall, The American University, Washington 16, D. C. Applications must be accompanied by a reservation fee of \$25.00 to be applied on residence fees. The reservation fee will be returned if the application is denied or if the reservation is cancelled

within six weeks before the opening of any session. Students already enrolled in the University should make application directly to the dean of residence, The American University, Washington 16, D. C.

- 15.03 Schedule of Fees.** The schedule of residence hall fees for each student per session is:

Women	Single	Double
Mary Graydon		
Hall	\$150	\$125
McCabe	exclusively	
House	work-study	
Men		
Hamilton House	\$125	\$115
Clark House	\$ 95	\$ 80
Flint House	\$ 95	\$ 80
Hughes House	\$ 95	\$ 80
Roper House	\$125	\$100

Apartments for Married Students

1 bedroom	\$26.50 to \$40 a mo.
2 bedroom	\$36.00 a mo.

At the time of registration a deposit of \$1.00 must be made to the bursar at the College of Arts and Sciences for the key to the room or apartment assigned. The deposit will be refunded when the key is returned to the bursar. Fees for residence halls and apartments are subject to change.

- 15.04 What the University Furnishes.** The University as a part of the residence fee provides for students in residence halls, but not apartments, two sheets at the beginning of each session, one fresh sheet a week thereafter, one pillow case a week, two towels a week, and laundry service for these items.

- 15.05 What the Student Furnishes.** Students in all residence halls provide their own blankets, study lamps, waste baskets, hangers, scatter rugs, and such easy chairs as they may wish.

- 15.06 Restrictions on Occupancy of Residence Halls.** During the Thanksgiving, Christmas, mid-year, Easter and other vacation periods the residence halls are officially closed. Students may not reside on the campus during such periods without the special permission of the dean and the payment of a special fee.

- 15.07 Restrictions on Occupancy of Apartments.** Apartments must be vacated within four days after a student is graduated or ceases to be in fulltime attendance. A student may not continue occupancy of an apartment when not registered for fulltime work in any session, except that he may be absent on vacation during any half of the summer session.

- 15.08 Responsibility of Students.** A student in residence in the University must observe all rules and regulations and he will be held responsible for any damage done to his room or apartment during his period of occupancy. Any student who fails to comply with campus standards may be required by the dean of residence to surrender his room or apartment.

16. DINING SERVICE

- 16.00 Dining.** To promote the ideal of residence, which is so easily disrupted in an urban environment, *the University requires all students in residence as a condition of such residence to take their meals in the University dining room located in Mary Graydon Hall, on the campus of the College of Arts and Sciences.* The dining room is open daily during academic sessions.

- 16.01 Dining Fee.** Students of the College of Arts and Sciences who live in University residence halls must purchase a meal ticket providing three meals a day, Monday through Friday, during the fall and spring sessions. Resident students registered in the School of Social Sciences and Public Affairs must purchase a meal ticket providing either three meals or two meals—breakfast and dinner—a day. Meals on weekends must be purchased individually as must all meals during summer sessions. Fees for meal tickets are payable in advance or in three installments to the bursar of the College of Arts and Sciences at the beginning of each session. The charge for the meal ticket providing three meals a day is \$150 a session, and for the meal ticket providing only

two meals a day it is \$100 a session. *These fees are subject to change.*

- 16.02 Adjustments in Meal Service Because of Academic Schedule.** A student forced to be absent from meals included in his meal ticket because of the requirements of his class schedule may arrange with the manager of the University dining room to receive during weekends or at other mutually agreeable times meals to compensate for those he has missed. Such arrangements must however be made in advance.
- 16.03 A la Carte Service.** For the convenience of students an a la carte service is furnished in the coffee shop located in the Leonard Student Center on the campus and at the snack bar located in 1911 F Street at the School of Social Sciences and Public Affairs.
- 16.04 Private Dining Room.** Reservations may be made for breakfasts, luncheons, and dinners in special dining rooms for student, faculty, and educational groups. The private dining rooms are known as Hoover Room, Wilson Room, and McKinley Room, located in Mary Graydon Hall on the campus of the College of Arts and Sciences, and the Arthur N. Haskell Room, located at 1911 F Street. Requests for reservations at the College of Arts and Sciences should be made to the University dining room manager in Mary Graydon Hall. Arrangements for the use of dining facilities at the School of Social Sciences and Public Affairs should be made with the manager of the snack bar. Reservations must be made as far in advance as possible and in no case less than 48 hours prior to the time of the meal that is being scheduled.
- 16.05 Special Diets.** The University takes no responsibility for students requiring special diets; it does not accept responsibility for students who require foods and menus which differ from the standard bill of fare.
- 16.06 Conduct in Dining Rooms.** The dining room manager may revoke the privilege of a student to use the dining room if such student

fails to maintain standards of good taste.

17. UNIVERSITY STANDARDS

- 17.00 Honor Pledge.** A student by the act of enrollment accepts the regulations and traditions of the University and binds himself to this honor pledge:
- I hereby expressly agree to and accept the regulations of the University and bind myself in honor to cooperate with its trustees, faculty, administrative officers, and my fellow students, and to maintain standards of scholarship, conduct, and loyalty which promote the welfare of The American University.*
- 17.01 Enactment of Regulations.** The board of trustees, the president of the University under authority of the by-laws of the corporation, the faculty, the student associations, and the house councils establish regulations designed to promote the realization of academic objectives and moral ideals of the University and to enrich the lives of students as individuals and as members of a social group.
- 17.02 Discipline.** Under the by-laws of the corporation disciplinary authority is vested in the president. Disciplinary actions depending on the nature of the problem are taken on the basis of recommendations made by faculty and student committees. In general students recommended for disciplinary action are referred to University student personnel and guidance officers for interview, report, and final recommendations. The actions proceed through the office of the dean of student affairs. The encouragement of the student to maturity within the limits of the general welfare of the University community is always the objective of disciplinary action.
- 17.03 Tree Signs.** The laws of the District of Columbia forbid the tacking of signs and announcements to trees. Students and faculty members commit a misdemeanor by the violation of this provision of the code and upon citation by the police are subject to fine.

- 17.04 Gardening.** The University encourages faculty and students to take a plot of campus ground and develop it as a garden within the general campus plan.
- 17.05 Motor Vehicles.** The University requires faculty, staff, and students operating motor vehicles on University property to register the machine by filing the license number, make, and model at the office of the registrar. The University issues distinctive numbered identification tags for vehicles so registered.
- 17.06 Pets.** Students, faculty, and staff members residing on the campus in residence halls, apartments, or university houses are not permitted to keep dogs, cats, or other pets.
- 17.07 Liquor.** A student who brings or consumes alcoholic beverages on the campus is liable to dismissal. Alcoholic beverages may not be served at any function held by a University organization either on or off the campus.
- 17.08 Smoking.** Smoking in class session either by students or faculty is prohibited.

VI. ADMINISTRATION

OFFICERS OF THE UNIVERSITY

* JAMES J. ROBBINS, B.A., M.A., Ph.D., Acting President of the University
DAYTON E. MCCLAIN, B.A., M.A., S.T.B., Ph.D., Vice President of the University
DONALD DERBY, B.A., M.A., Ph.D., Provost of the University
JOHN E. BENTLEY, M.A., S.T.B., M.R.E., Th.D., Dean of the College of Arts and Sciences
ERNST POSNER, Ph.D., Director of the School of Social Sciences and Public Affairs
PITMAN B. POTTER, B.A., M.A., Ph.D., Dean of the Graduate Division of the School of Social Sciences and Public Affairs
AUSTIN VAN DER SLICE, B.A. M.A., Ph.D., Dean of the Undergraduate Division of the School of Social Sciences and Public Affairs
DAVID R. BOOKSTAVEN, B.A., LL.B., Dean of the Washington College of Law
DOROTHY D. GONDOS, B.A. M.A., Ph.D., Dean of Student Affairs and Dean of Women of the University
HAZEL H. FEAGANS, B.A., B.E., M.A., Registrar of the University
ANNE JENSEN, B.A., B.S. in L.S., Librarian of the University
GUY ZICKEFOOSE, B.A., M.C.S., Treasurer of the University
JOHN STEWART, B.S., Business Officer of the University

OFFICE OF THE PRESIDENT

GAIL ROWE, B.S., Administrative Secretary of the University
FRANCES FELDMAN, Secretary to the President
ELLEN COLE, Secretary to the Provost

OFFICES OF THE DEANS

MARY E. BRADSHAW, B.S., M.A., Ph.D., Associate Dean of the Graduate Division of the School of Social Sciences and Public Affairs and Dean of the Washington Semester
BANCROFT W. SITTERLY, B.A., M.A., Ph.D., Associate Dean of the Undergraduate Division of the School of Social Sciences and Public Affairs
JANE H. ROBERTS, Secretary of the School of Social Sciences and Public Affairs
BETTY ELLIOTT, B.A., Secretary to the Dean of the College of Arts and Sciences
DORIS SANFORD, Secretary to the Dean of the Graduate Division of the School of Social Sciences and Public Affairs
BARBARA PLEGGE, Secretary to the Dean of the Undergraduate Division of the School of Social Sciences and Public Affairs
ANNA M. HENDERSON, Secretary to the Dean of the College of Law

OFFICE OF THE DIRECTOR OF ADMISSIONS

LOIS TORRENCE, B.A., M.A., Director of Admissions
BUENA HOPSON, B.A., Admissions Officer
MARY K. CALVERT, Evaluation Clerk

OFFICE OF THE UNIVERSITY REGISTRAR

JAMES E. SKILLINGTON, JR., B.A., M.A., Ph.D., Registrar of the College of Arts and Sciences
GLADYS B. MIDDLEMISS, Registrar of the College of Law
MILDRED WILLIAMS, Records Clerk
HENRIETTA VAN NOY, Records Clerk
SARA DIGGS, Records Clerk
JANICE MEYERS, Records Clerk
VIRGINIA JOHNSTON, Records Clerk
MARY SOUTHARD, Records Clerk

* Paul F. Douglass, B.A., M.A., LL.B., Ph.D., LL.D., President of the University through October 27, 1951.

OFFICE OF THE UNIVERSITY LIBRARIAN

JULIA M. LUTZ, B.A., Associate Librarian of the School of Social Sciences and Public Affairs
RUTH H. PHILLIPS, B.S., M.S., Associate Librarian of the College of Arts and Sciences
GENEVIEVE SIMHA, B.A., B.S. in L.S., Research and Reference Librarian, Library of Congress
ELFIE A. SHEA, Acting Librarian, College of Law
REBECCA LOVE NOTZ, B.A., LL.B., Library Consultant, College of Law
COLLEEN GAHRES, B.A., University Cataloger
NAN ARMSTRONG, Department Librarian, Economics Library
GRACE BARNES, B.S., M.A., Department Librarian, Social Science Library

OFFICE OF THE DEAN OF STUDENT AFFAIRS

LEMUEL BOLLES, Student Affairs Officer
EMMA FANDRICH, Residence Administrator
EARL RICE, University Steward

OFFICE OF THE UNIVERSITY EXAMINER

ELLIS WEITZMAN, B.S., M.A., Ph.D., University Examiner and Director of the Guidance Center
MILDRED B. SMITH, B.A., Psychometrist

OFFICE OF THE UNIVERSITY PHYSICIAN

WILLIAM O. BAILEY, M.D., University Physician
ORPHA DODGE, R.N.
JEAN FLETCHER, R.N.
DORIS WOIDKE, R.N.

OFFICE OF FOREIGN STUDENT ADVISORS

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to believe that knowledge and the power
it confers should be used to promote the wel-
fare and happiness of all men rather than
to serve the interests of those individuals and
classes whom fortune and intelligence endow
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are inseparable from the love of truth and
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